



# LATHROP R-II PUBLIC SCHOOLS ADMINISTRATIVE APPLICATION

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Position Desired)

Spec Serv \_\_\_\_ Elem \_\_\_\_ JrHi \_\_\_\_ HS \_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
(Last) (First) (Middle)

Permanent address \_\_\_\_\_  
(Street/P.O. Box) (City) (State) (Zip) (Telephone)

Business address \_\_\_\_\_  
(Street/P.O. Box) (City) (State) (Zip) (Telephone)

Are you now under contract? \_\_\_\_\_ Date of Expiration \_\_\_\_\_ Current Salary \_\_\_\_\_

List Missouri Certifications held: \_\_\_\_\_  
\_\_\_\_\_

List Certificates held in states other than Missouri: \_\_\_\_\_  
\_\_\_\_\_

Are you a member of the Missouri Teacher's Retirement System? Yes \_\_\_\_\_ No \_\_\_\_\_

Missouri Retirement Membership Number \_\_\_\_\_

### Education and Professional Training

Institution/Location	Dates Attended	Degree & Date Received	Major/Minor

List memberships in Professional/Civic Organizations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Professional or collegiate honors/awards, publications, fellowships, community honors received:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employment History (List all full-time experience both within and outside the education field beginning with the most recent)

Institution/Location	Position Held	Dates Employed	Number of Students	Annual Salary	Reason for Leaving
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Personal References (Please include three references and your most recent employer)

Name	Position	Address	Telephone #
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Total years of teaching experience: Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_ Special Services \_\_\_\_\_

Total years administrative experience: \_\_\_\_\_

Reason for Desiring Employment at This School:

Comment on the significant contributions you have made in your most recent position:

Indicate important qualifications that will assist you at Lathrop R-II Schools:

Have you ever been asked to resign or not been reappointed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain.

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Have you ever been arrested for, charged with, pled guilty or nolo contendere (no contest) to, entered an Alford plea regarding, or been convicted of any type of felony or misdemeanor offense? Have you had any other type of offense involving driving while intoxicated (DWI) or driving while under the influence (DUI)? Have you ever had any type of record "expunged" or have you ever been issued a "suspended imposition of sentence" for any felony or misdemeanor? If so, please explain.

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Have you ever been convicted of, or plead guilty to, any crime involving inappropriate contact with children? If so, please explain.

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All applicants must submit the following materials to be considered a viable candidate for employment.

- \_\_\_ Resume with accompanying letter of application
- \_\_\_ Credential file including complete set of transcripts and current letters of reference
- \_\_\_ Copy of current Missouri Teaching/Administrative certificates

I am requesting this application and my candidacy be held in confidence. Yes \_\_\_\_\_ No \_\_\_\_\_

AGREEMENT – I hereby certify to the best of my knowledge that the preceding information is true, accurate, and complete. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of my application or termination of my employment. I hereby authorize a release of information in communication with my application for employment. If I am chosen as the candidate to fill the position for which I am applying, I understand that according to Missouri Sate Law an FBI Background check will be run. My employment will be based upon the results of the background check. I will be responsible for the fee for the FBI check, and if employed, I will be reimbursed.

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Signature of Administrative Applicant

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Date

*ALL APPLICANTS ARE URGED TO SUBMIT APPLICATION ONLY IF INTERESTED IN EMPLOYMENT AT THIS SCHOOL. TO EXPEDITE THE SELECTION PROCESS, PLACEMENT PAPERS SHOULD BE FORWARDED AT THE TIME OF INITIAL APPLICATION. A DESE CRIME CHECK REPORT WILL BE REQUIRED OF ALL APPLICANTS PRIOR TO FINAL EMPLOYMENT. MAIL OR E-MAIL APPLICATION AND PLACEMENT PAPERS TO:*

LATHROP R-II PUBLIC SCHOOLS  
700 EAST STREET  
LATHROP, MO 64465

E-Mail Address:  
MulePride@Lathrop.k12.mo.us

816-740-3861

School Web Site: [schoolweb.missouri.edu/lathrop.k12.mo.us](http://schoolweb.missouri.edu/lathrop.k12.mo.us)

AN EQUAL OPPORTUNITY EMPLOYER



# LATHROP R-II SCHOOL DISTRICT

700 East Street Lathrop, Missouri 64465

*Distinction in Performance*

DR. CHRIS BLACKBURN, SUPERINTENDENT  
Phone: 816-740-3861 Fax: 816-528-7514



## **CAUTION**

You must answer every question on the application accurately and completely.

You will not be hired if you provide false or incomplete information.

You will be dismissed if the false or incomplete information is discovered after you are hired.

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Under Missouri law, the School District can and will receive  
complete criminal records for all applicants.

Under Missouri law, the School District will receive information about  
both open and closed criminal records.

If you have ever been told by an attorney, law enforcement officer, or any other person  
That you do not have to report an arrest, charge, suspended sentence, conviction,  
Or any other type of criminal record

-whether open or closed-

on an employment application,

**that advice does not apply to employment with school districts.**

**You must report every open or closed criminal record  
on your application to this School District.**

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You will not be excluded from employment solely because you report an open or closed criminal record. The School District will review the information you provide with respect to type and date of offense, relationship to the job for which you are applying, and other relevant information and determine what, if any, effect the record should have on your request for employment.

**However, failure to report any criminal record – whether open or closed-will result in  
exclusion from hiring or discharge if you have already been hired.**

If you are not sure whether something should be reported on the application, you must report it,

The School District cannot accept reasons such as an applicant forgot about an arrest or offense, or that the applicant did not know he or she was “actually arrested.”

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Dr. Chris Blackburn, Superintendent