

**NORBORNE R-VIII SCHOOL DISTRICT
APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER**

SECTION I PERSONAL DATA **ALL APPLICANTS MUST COMPLETE**

Date of Application _____

Print name as typed on
Social Security Card _____
(Last) (First) (Middle)

Present Address _____ (_____) _____
(Street) (City) (State & Zip) (Telephone)

E-Mail Address _____

Social Security No. _____

Daytime phone (_____) _____
 Number where you can be contacted regarding
 employment _____

Position applying for _____

SECTION II EDUCATION AND TRAINING **ALL APPLICANTS MUST COMPLETE**

Provide the following information regarding your education and training.

****If you are applying for a teaching position** please attach a cover letter stating position and sponsorships desired, resume, copy of college transcript, copy of teaching certifications.

Type of School	Name of School	City & State	Highest Year Completed	Graduated Give Degree
High School				
College				
Graduate School				
Other				

If college credit is earned but no degree, indicated total of credit hours earned _____

SECTION III EMPLOYMENT RECORD **ALL APPLICANTS MUST COMPLETE**

Employer's Name List most recent first	Address & Phone	Position Held & Duties	Beginning Date	Ending Date

If you have special needs addressed by the Americans with Disabilities Act, please notify the superintendent's office at 660-593-3319. (Continue on backside)

I understand and agree to the following statements:

- I hereby authorize my current and former employers and references to furnish any information about me and about my work experience. I release my current and former employers and references from any and all liabilities or damages of any nature as a result of providing such information. My current and former employers and references may rely on a copy of this release.
- I understand and consent to having criminal and arrest records check through the Integrated Biometric Technology (IBT) as conditions for employment at my expense. The present cost for this service is \$52.50. On line registration can be made at <https://mo.ibtfinigerprint.com>. I understand that disclosure of past criminal convictions includes disclosures for a suspended imposition if sentence was imposed.
- I understand that this application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should again inquire as to whether or not applications are being accepted at that time.
- I certify that answers given in this application and resume are true and complete to the very best of my knowledge. In the event of employment, I understand that false or misleading information given in this application or interview(s) may result in discharge at any time after its discovery.

Date

Signature of Applicant

Filled out applications should be mailed to:

**SUPERINTENDENT OF SCHOOLS
NORBORNE R-VIII SCHOOL DISTRICT
PO BOX 192
NORBORNE MO 64668**

NOTICE

The Norborne R-VIII School District does not discriminate on the basis of disability in admission to its programs, services or activities, in access to them, in treatment of individuals with disabilities, or in an aspect of their operations. The Norborne R-VIII School District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Superintendent of Schools
405 Pirate Lane
PO BOX 192
Norborne MO 64668
Phone Number: 660-593-3319
Monday through Friday 8:00 a.m. to 4:00 p.m.

