



HOLLISTER R-V SCHOOL DISTRICT

1798 State Hwy BB
Hollister, MO 65672

SUPPORT STAFF
Application for Employment

Date _____

Position(s) applied for: _____

Work desired: ___ Full-time ___ Part-time ___ Substitute ___ Aide

If part-time or substitute, specify days and hours available: _____

Date of Availability: _____

PERSONAL

Name: _____
Last First Middle

Address: _____
Street Address City State Zip

Home Phone (____) _____ Cell Phone _____

Social Security # ____--____--____

Have you ever been employed with the school before? ___ yes, dates _____

Date Available to begin work _____

SECRETARIAL APPLICANTS please complete:

Check all skills in which you have had training or experience.

_____ Typing wpm _____ Word Processing _____ Excel Spreadsheets
_____ Data Entry _____ 10-key _____ Other _____

Are you a Certified Professional Secretary? ___ Yes ___ No

Any other skills: _____

Return Application to:
Hollister R-V School District
1798 State Hwy BB
Hollister, MO 65672
417-243-4000

BUS DRIVER APPLICANTS please complete:

Commercial Driver's License # _____ Class A,B,C,H? _____

Issuing State _____ Expiration Date _____

Have you had ANY moving violations? ____ Yes ____ No If yes, describe in full,

NURSE APPLICANTS please complete:

Are you registered in the State of Missouri? ____ Yes ____ No RN _____ LPN _____

License # _____ Expiration Date _____

Level of Education: __BS __BSN __MS __NSCN ____ Other _____

List experience in Community Health work and Health Education Programs: _____

List any work in public schools including volunteering: _____

PARAPROFESSIONAL APPLICANTS please complete:

Have you attended college? ____ Yes, total semester hours (attach copy of transcript) ____ No

Do you have a Missouri teaching certificate? ____ Yes ____ No

If you do not have a Missouri teaching certificate, will you qualify for one? ____ Yes ____ No

MAINTENANCE/CUSTODIAL APPLICANTS please complete:

Check the areas in which you have had training and/or experience, mark a **T** for Training, **E** for experience before each description.

	Electricity		Grounds keeping		Electronic Technician		Concrete
	Plumbing		Roofing		Welding		Custodial work
	Carpentry		Painting		Sheet Metal		Landscaping
	Lawn mowing		Masonry		HVAC		Mechanic

List experience related to these skills: _____

EDUCATION

SCHOOL	NAME OF SCHOOL ATTENDED	LOCATION	NO. OF YRS ATTENDED	GRADUATE? YES/NO
ELEMENTARY				
JUNIOR HIGH				
SENIOR HIGH				

List activities outside the classroom in which you participated while attending High School _____

Undergraduate work:

College, University. Attach copy of transcript(s).

NAME OF SCHOOL ATTENDED	LOCATION	NO. YRS. ATTENDED	MAJOR	MINOR	DEGREE

Undergraduate GPA – all subjects: _____

Undergraduate GPA – major: _____

List activities outside the classroom in which you participated while attending college

Graduate work: Attach copy of transcript(s).

NAME OF SCHOOL ATTENDED	LOCATION	NO. MOS. ATTENDED	COURSE	DEGREE

WORK EXPERIENCE:

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

COMPANY NAME	TELEPHONE ()
ADDRESS	EMPLOYED (STATE MONTH & YEAR) FROM TO
NAME OF SUPERVISOR	WEEKLY PAY START LAST
STATE JOB TITLE AND DESCRIBE YOUR WORK	REASON FOR LEAVING
COMPANY NAME	TELEPHONE ()
ADDRESS	EMPLOYED (STATE MONTH & YEAR) FROM TO
NAME OF SUPERVISOR	WEEKLY PAY START LAST
STATE JOB TITLE AND DESCRIBE YOUR WORK	REASON FOR LEAVING
COMPANY NAME	TELEPHONE ()
ADDRESS	EMPLOYED (STATE MONTH & YEAR) FROM TO
NAME OF SUPERVISOR	WEEKLY PAY START LAST
STATE JOB TITLE AND DESCRIBE YOUR WORK	REASON FOR LEAVING
COMPANY NAME	TELEPHONE ()
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NAME OF SUPERVISOR	WEEKLY PAY START LAST
STATE JOB TITLE AND DESCRIBE YOUR WORK	REASON FOR LEAVING

REFERENCES do not list relatives

List former employers, teachers, or others who can best describe your qualifications for position.

NAME	ADDRESS	TELEPHONE	HOW IS THIS PERSON ACQUAINTED WITH YOU?

Employment Questions:

1. Have you ever been arrested for, or charged with or convicted of a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00.) _____

2. Have you ever pleaded guilty or no contest to a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00.) _____

3. Has the Missouri Division of Family Services or a similar agency in any other state or jurisdiction, ever issued a determination or finding of cause or reason to believe or suspect that you have engaged in physical, emotional, psychological or sexual abuse or neglect of a child? _____

4. Have you ever failed to be re-employed by an educational institution? _____

If any answer to any of the foregoing questions is “yes” please explain the circumstances of each specific incident separately. Use a separate sheet if necessary.

The **Hollister R-V School District** considers applicants for all positions without regard to race, color, religion, sex, national origin, age or disability. If you have a disability or handicap which may require accommodation for you to participate in our application process (including filling out this form, interviewing or any other pre-employment procedure or requirement), please make us aware of any accommodation you feel is necessary (reasonable attempts will be made to accommodate special needs). If you have any inquiries, complaints or concerns about any pre-employment procedure or requirement, including completing this application, or about the District policy of non-discrimination, you may contact the superintendent at (417) 243-4005.

READ CAREFULLY BEFORE SIGNING

I acknowledge and agree to the following provisions as conditions to consideration of my application for employment:

1. 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 signed copy of this release. Furthermore, I hereby release the Hollister School District, and all of its employees, from any and all liability of every nature and kind arising out of their investigating information provided in this application.
2. I understand and consent to having criminal and arrest records checks as well as background checks by the Missouri Division of Family Services as a condition for consideration of my application for employment.
3. I certify that the answers given in this application are true and complete to the very best of my knowledge. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information.
4. I understand that this application will be considered active for 1 year. I understand that if I wish my candidacy to remain open after that date, I must submit another application.

Signature *Date*

Please feel free to include any attachments, resume, or other information that you feel could be helpful in further describing your background and qualifications. Check your application! Be sure you fill it in completely!

Do Not Write Below This Line – For Administrative Use Only

Date Received:
Application _____ Credentials _____ Transcripts _____

Date Interviewed: _____ Interviewed by: _____

Applicant notified
Date: _____ Time: _____

Applicant Accepted/Rejected (circle one)
Date: _____ Time: _____

Position offered: _____ Salary step & level _____