

Application for Non-Teaching Position

Marshall Public School District

860 W. Vest

Marshall, MO 65340

(660) 886-7414

We afford equal opportunity to qualified individuals regardless of their age, race, color, national origin, ancestry, religion, socio-economic status, marital status, sex, handicaps or memberships in legally constituted organizations to the extent required by all applicable laws.

(Please Print or Type)

POSITION DESIRED

<input type="checkbox"/> Secretary <input type="checkbox"/> Paraprofessional <i>(please attach college transcript documenting at least 60 credit hrs)</i>	<input type="checkbox"/> Custodial <input type="checkbox"/> Maintenance	<input type="checkbox"/> Nurse <input type="checkbox"/> Bus Driver <input type="checkbox"/> Other
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Specific Position of Interest:

PERSONAL INFORMATION

Name	Date of Application
Home Address	Home Telephone Number
E-mail Address (Optional)	Date available for employment

- Are you a United States citizen or able to work legally in this country? Yes No
- Have you ever been convicted of a crime? Yes No
- Are you presently under contract with any school district for next year? Yes No
- Are you presently employed? Yes No
- If yes, may we contact your present employer? Yes No

WORK EXPERIENCE

NOTE: Begin with most recent

Name/Location	Period of Service	Type of Work	Reason for Leaving

REFERENCES

List three references who are qualified to answer questions concerning your fitness for the position you seek.

Name	Present Address	Phone Number	Official Position and Dates Acquainted With Your Work

EDUCATION

Institution	Name & Location of School	Years Attended	Date of Graduation
Grammar School			
High School			
College			
Business or Trade School			

QUESTION: In your own handwriting, please write a short statement as to why you are interested in this position and why you feel you would be a good candidate. Attach additional paper if needed.

AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the Marshall Public School District which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the Marshall Public School District now in force and effect or as they may change during my employment, if I am employed by the District. I also hereby authorize the District to conduct a background investigation and authorize release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference source from any liabilities in connection with its release or use.

() **I request that this application and consideration of same be kept confidential.**

Date

Signature of Applicant