



Mountain View – Birch Tree R-III School District

PO Box 464, Mountain View, MO 65548

Phone (417) 934-2020 Fax (417) 934-3129/5404

Toll Free (877) 225-9080 Liberty High School

Toll Free (866) 312-9086 Birch Tree Elementary

APPLICATION FOR EMPLOYMENT (PROFESSIONAL AND SUPPORT STAFF)

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.

Under Missouri law, the Mtn. View-Birch Tree R-III School District can and will receive **complete** criminal records for all applicants.

Under Missouri law, the Mtn. View-Birch Tree R-III 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 advise does not apply to employment with school districts.

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

You will not be excluded from employment solely because you report an open or closed criminal record. The Mtn. View-Birch Tree R-III 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 Mtn. View-Birch Tree R-III 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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The Mountain View-Birch Tree R-III School District does not discriminate on the basis of race, religion, color, national origin, sex, pregnancy, age, veteran's status, disability in employment, application for employment, or any other aspect of its programs and activities. If a person with a disability needs accommodations to participate in the application process (including filling out this form, interviewing, or any other pre-employment procedure or requirement), the applicant may (but is not required to) notify the District of the applicant's need for such accommodations prior to attempting to complete the application and interview process. A person with a disability may also notify the District of any accommodations that may be necessary to permit the applicant to perform the essential functions of the position for which the applicant is applying.

PERSONAL INFORMATION

Position Desired (check one)	Professional ()	Support Staff ()
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Name of position applying for:

Professional Staff please list area(s) of certification.

Name	Social Security No.
Address	Phone
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> yes <input type="checkbox"/> no if no, what hours can you work?	
Will you work overtime if asked? <input type="checkbox"/> yes <input type="checkbox"/> no	
Are you legally authorized for employment in the United States?	
Have you ever been bonded? <input type="checkbox"/> yes <input type="checkbox"/> no If "yes" with what employers.	
List special training, qualifications, licenses or skills.	



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EDUCATION			
High School Graduate (<input type="checkbox"/>) yes (<input type="checkbox"/>) no			
COLLEGE/TRADE SCHOOL ATTENDED Semester hours of college credit :			
Name & Location	Course of Study	Yrs Compl.	Grad <input type="checkbox"/> yes <input type="checkbox"/> no Degree (BS, MS)

Membership in Professional or Civic Organizations (Please [or: you may] omit activities that identify your status with respect to gender, age, race, religion, national origin, or disability)

PRIOR EMPLOYMENT	Please give accurate complete full-time and part-time employment record. Start with your present or most recent employer.
Name of Employer	Address/Phone Number
Reason for leaving last employer:	



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QUESTIONS REGARDING PRIOR EMPLOYMENT	
1.	Have you ever been non-renewed? (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
2.	Have you ever been served with a notice of deficiencies or warning letter? (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
3.	Have you ever been served with a statement of charges seeking the termination of your employment? (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
4.	Have you ever resigned to avoid being served with a statement of charges seeking the termination of your employment? (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
5.	Have you ever been fired, dismissed, terminated or otherwise involuntarily discharged from your employment? (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
6.	Have you ever resigned in lieu of being fired, dismissed, terminated or otherwise involuntarily discharged from your employment? (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
7.	Have you ever entered into a separation or settlement agreement in connection with either the voluntary or involuntary termination of your employment? (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
CRIMINAL RECORD/CHILD ABUSE AND NEGLECT QUESTIONS	
1.	Has the Missouri Division of Family Services, Missouri Children's Division or similar agency in any other state ever issued a finding, determination, or other decision substantiating either in whole or in part, to any degree whatsoever, a report that you engaged in child abuse or neglect, including but not limited to physical, emotional, educational, medical or sexual abuse or neglect of a child? (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
2.	Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses, for which you were not sentenced to jail or for which the fine was less than \$100.00. <u>Do not exclude</u> offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI).) (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
3.	Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses, for which you were not sentenced to jail or for which the fine was less than \$100.00. <u>Do not exclude</u> offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI).) (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
4.	Have you ever plead guilty or nolo contendere (no contest), or entered an Alford plea, to a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses, for which you were not sentenced to jail or for which the fine was less than \$100.00. <u>Do not exclude</u> offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI).) (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
5.	Has any record pertaining to you concerning any arrest, charge, pleas, conviction, or sentence for any felony, misdemeanor, or ordinance ever been expunged? (Exclude traffic offenses, for which you were not sentenced to jail or for which the fine was less than \$100.00. <u>Do not exclude</u> offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI).) (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
6.	Are you currently on probation or parole? (<input type="checkbox"/>) yes (<input type="checkbox"/>) no
If you answered "yes" to any of the questions on this page, please provide an explanation on a separate piece of paper and attach to this application.	



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RECORDS CHECK, FALSIFICATION, AND INFORMATION RELEASE WAIVER

I hereby authorize the Mtn. View-Birch Tree R-III school District to contact all persons and entities listed on this application and to make all other contacts, inquiries, and investigations that the District deems necessary to verify my education, employment, and criminal and child abuse history, including but not limited to contacting current and/or past employers, educational institutions, law enforcement, and child abuse agencies. I hereby consent to the release of any such information by third persons and I understand that the Mtn. View-Birch Tree R-III School District will keep such information in a confidential file, available only to appropriate District officials.

I hereby release the directors, officers, employees, and agents of both the Mtn. View-Birch Tree R-III School District and each of my past employers from appraisals of my past performance made to the Mtn. View-Birch Tree R-III School District.

I understand that employment with the Mtn. View-Birch Tree R-III School District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. In accordance with Missouri law, this background check will include a complete fingerprint criminal record check. I further understand that in accordance with Missouri law, this criminal records check will result in the disclosure of both open and closed criminal records, including but not limited to, suspended impositions of sentence. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired. Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, the District has compelling interest in ensuring the safety and welfare of its students. Therefore, the District is permitted by law, and has an obligation, to request criminal and child abuse/neglect information and official records for each applicant and employee, and to act in accordance with such information and official records.

I hereby certify that all information provided by me in connection with this application is true, accurate, and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application, shall be cause for refusal to hire, or if applicant has been hired, for immediate termination.

Applicant Signature/Date