

Hickman Mills C-1 School District

9000 Old Santa Fe Road
 Kansas City, MO 64138
 (816) 316-7217



APPLICATION FOR CLASSIFIED EMPLOYMENT

Personnel Use Only		
Date	Location	
Position		
References Checked:	Grade	Step
Fulltime Days-Hrs		Salary

Applicant's Full Name _____
Last First M.I.

Other Name(s) _____ Social Security Number _____
 (Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record.)

Present Mailing Address _____
Street City State Zip

Permanent Mailing Address _____
Street City State Zip

Telephone Numbers: Present: () _____ Permanent: () _____ Work: () _____

<p>Mark the appropriate boxes:</p> <p><input type="checkbox"/> New Application</p> <p><input type="checkbox"/> Previous Application on File</p> <p><input type="checkbox"/> Former Employee of the School District</p> <p>Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, are you eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Indicate desired position(s) for which you are qualified:</p> <p><input type="checkbox"/> Full Time <input type="checkbox"/> Other (Explain)</p> <p><input type="checkbox"/> Part Time _____</p> <p><input type="checkbox"/> Substitute _____</p> <p>_____</p> <p>_____</p>
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Are you a current member of the Non-Teacher Public School Retirement System of Missouri? Yes No

If yes, list your membership number _____

NAME

I. EDUCATION (List Chronologically)						
Level of Education	Name of School or Institution	State	File of Study	Dates Attended From ____ To ____	Did you Graduate?	Type of Diploma or Degree
High School				X		
College or Institution						

II. WORK EXPERIENCE (List Chronologically and attach a sheet if necessary.)					
Employer	Address	State	Kind of Work	Dates Employed From ____ To ____	Telephone

III. MILITARY EXPERIENCE			
Branch of Service	Occupational Specialist (MOS)	Inclusive Dates	Type of Discharge

IV. REFERENCES			
It is the applicant's responsibility to have the following information provided to the school district in order to be considered for employment:			
The names of at least three reference sources must be provided and must include current employer if employed, or last employer if not currently employed.			
Name of Reference	Position/Relationship	Mailing Address	Telephone Number
1.			
2.			
3.			

V. GENERAL INFORMATION

Month, day, and year available for employment _____

Are you presently employed? _____

Position _____ Why do you wish to change? _____

Have you ever been issued a vocational certificate? No Yes

Have you ever had a vocation certificate or license revoked or suspended? (If yes, explain) No Yes

Have you ever been discharged or requested to resign from an employment? (If yes, explain) No Yes

Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, explain) No Yes

Are any criminal charges or proceedings pending against you? (If yes, explain) No Yes

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child?
(If yes, explain) (Please attach sheet for explanation, if needed.) No Yes

How did you hear about the position? advertisement/posting employee friend other

If an employee referred you, please give us employee name _____

VI. SKILLS

Typing Speed: (if applicable) _____

Office Machines/Computer Programs with which you are familiar: (if applicable) _____

Other equipment with which you are familiar: _____

Other Achievements _____

VII. OTHER INFORMATION

To avoid conflict of interest, list any local school board member or employee relative(s) in the school district and cite relationship.

Estimate your total absence from work or school for the last three years and explain the reason(s):

