**Cole R-1 School District**

Employment Application

ADMINISTRATIVE POSITION

The Cole County R-1 School District considers applicants for all positions without regard to race, color, religion, sex, national origin or disability. If you have a disability or handicap which may require accommodations 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 accommodations you feel are necessary. 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 573-782-3534.

**PERSONAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Click here to enter text. |  | Click here to enter text. |  | Click here to enter text. |
| Last Name |  | First Name |  | Middle |
| Click here to enter text. |  | Click here to enter text. |
| Other names that may appear on transcripts or records |  | Email Address |
| Click here to enter text. |
| Current Address |
| Click here to enter text. |  | Click here to enter text. |  | Click here to enter text. |
| Home Phone |  | Cell Phone |  | Social Security Number |
| Click here to enter text. |
| Permanent Address |
| Click here to enter text. |  | Click here to enter text. |
| Position(s) Applying For |  | Date Available |

**CERTIFICATION**

|  |  |  |
| --- | --- | --- |
| Click here to enter text. |  | Click here to enter text. |
| Type (Life, PC1, etc.) |  | States |
| Click here to enter text. |
| Subjects / Areas |
| Click here to enter text. |
| Grade Level (s) |
| Click here to enter text. |
| Expiration Date (s) |
| Click here to enter text. |
| Other information regarding your certification and/or certification status |

**EDUCATION**

**HIGH SCHOOL**

|  |
| --- |
| Click here to enter text. |
| Name and Location |

**COLLEGES / UNIVERSITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name and Address | Click here to enter text. |  | Name and Address | Click here to enter text. |  | Name and Address | Click here to enter text. |
| Dates Attended | Click here to enter text. |  | Dates Attended | Click here to enter text. |  | Dates Attended | Click here to enter text. |
| Degree | Click here to enter text. |  | Degree | Click here to enter text. |  | Degree | Click here to enter text. |
| Major | Click here to enter text. |  | Major | Click here to enter text. |  | Major | Click here to enter text. |
| Overall GPA | Click here to enter text. |  | Overall GPA | Click here to enter text. |  | Overall GPA | Click here to enter text. |
| Additional Hours | Click here to enter text. |  | Additional Hours | Click here to enter text. |  | Additional Hours | Click here to enter text. |

**TEACHING EXPERIENCE**

If none, list student teaching experience.

|  |  |
| --- | --- |
| District Name & Address | Click here to enter text. |
| Position | Click here to enter text. |
| Dates of Employment | Click here to enter text. | Number of Years | Click here to enter text. |
| Supervisor | Click here to enter text. | Phone Number | Click here to enter text. |

|  |  |
| --- | --- |
| District Name & Address | Click here to enter text. |
| Position | Click here to enter text. |
| Dates of Employment | Click here to enter text. | Number of Years | Click here to enter text. |
| Supervisor | Click here to enter text. | Phone Number | Click here to enter text. |

|  |  |
| --- | --- |
| District Name & Address | Click here to enter text. |
| Position | Click here to enter text. |
| Dates of Employment | Click here to enter text. | Number of Years | Click here to enter text. |
| Supervisor | Click here to enter text. | Phone Number | Click here to enter text. |

**ADMINISTRATIVE EXPERIENCE**

|  |  |
| --- | --- |
| District Name & Address | Click here to enter text. |
| Position | Click here to enter text. |
| Dates of Employment | Click here to enter text. | Number of Years | Click here to enter text. |
| Supervisor | Click here to enter text. | Phone Number | Click here to enter text. |

|  |  |
| --- | --- |
| District Name & Address | Click here to enter text. |
| Position | Click here to enter text. |
| Dates of Employment | Click here to enter text. | Number of Years | Click here to enter text. |
| Supervisor | Click here to enter text. | Phone Number | Click here to enter text. |

|  |  |
| --- | --- |
| District Name & Address | Click here to enter text. |
| Position | Click here to enter text. |
| Dates of Employment | Click here to enter text. | Number of Years | Click here to enter text. |
| Supervisor | Click here to enter text. | Phone Number | Click here to enter text. |

**REFERENCES**

**Three references are required.**

|  |  |
| --- | --- |
| NameAddressCity, State, ZipPhonePosition/Title | Click here to enter text. |

|  |  |
| --- | --- |
| NameAddressCity, State, ZipPhonePosition/Title | Click here to enter text. |

|  |  |
| --- | --- |
| NameAddressCity, State, ZipPhonePosition/Title | Click here to enter text. |

**EMPLOYMENT QUESTIONS**

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.

[ ] Yes [ ] No

Have you ever plead 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.

[ ] Yes [ ] No

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?

[ ] Yes [ ] No

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

[ ] Yes [ ] No

If the answer to any of the four Employment Questions listed above is “Yes”, please explain.

|  |
| --- |
| Click here to enter text. |

**APPLICANT QUESTIONS**

Briefly respond to the following:

Why did you decide to become an administrator and why are you seeking this position?

|  |
| --- |
| Click here to enter text. |

What student outcomes would you strive for as an administrator?

|  |
| --- |
| Click here to enter text. |

Write a brief autobiography focusing on the important people and events in your life.

|  |
| --- |
| Click here to enter text. |

**ADDITIONAL REQUIRED INFORMATION**

Thank you for your interest in applying for employment in our district. To complete the application process, please mail the following items to:

Cole R-1 School District

Office of the Superintendent

13600 Rt C

Russellville, MO 65074

* an unofficial copy of your latest transcript(s). An official copy will be required if you are employed
* a copy of your MO teaching certificate or verification of eligibility for a MO teaching certificate
* three (3) letters of recommendation
* a copy of your resume

You application will become active once all of the above information has been received. Your application will remain active for six months at which time you must resubmit a new application.

Once your application is complete, click the Submit button to email this application to the Office of the Superintendent.