

**MOUNTAIN GROVE R-III SCHOOL DISTRICT**

P.O. Box 806  
Mountain Grove, MO 65711  
Phone and Fax 417.926.3177

**APPLICATION FOR SUPPORT STAFF POSITION**

Date: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Name

Other names that may appear on your transcripts or records:  
\_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date Available: \_\_\_\_\_

Position(s) for which you are applying: Circle all that apply.

Secretarial	Custodial	Crossing Guard
Maintenance	Food Services	Technology
Bus Driver	Mechanic	

Are you available for substitute work until an opening occurs? Yes or No  
(Note: most positions require substitute work prior to actual contract hire)

What experience do you have with the position that your are applying for: \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

COMPLETED	NAME & LOCATION	DEGREE	YEAR
-----------	-----------------	--------	------

College: \_\_\_\_\_

High School: \_\_\_\_\_

Trade or Technical School: \_\_\_\_\_

Military: \_\_\_\_\_

EMPLOYMENT HISTORY- List most recent first.

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Description of work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Description of work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Description of work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

REFERENCES:

Provide names and contact number for your references. If possible, do not provide relatives as references.

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Have you been convicted of a misdemeanor or felony (other than minor traffic violations)? Yes or No

If yes, describe: \_\_\_\_\_

Have you ever had a complaint filed against you with the Division of Family Services for Child Abuse or Neglect? Yes or No

If yes, describe: \_\_\_\_\_

APPLICANT'S STATEMENT AND SIGNATURE:

I certify that the information and statements provided by me in this application are true and complete without significant omissions of any kind. I understand that any false or misleading answers is grounds of refusal to hire, or if hired, for termination. Applicant Initial: \_\_\_\_\_

I hereby authorize the Mountain Grove School District to conduct an investigation relevant to any potential employment with the District. I further understand that any offer of employment is contingent upon the satisfactory outcome of complete criminal records and child abuse checks. The existence of an arrest, charge, or conviction alone may not result in an unsatisfactory review; however, the District has a 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 record information for each applicant and to act in accordance with the information. Applicant Initial: \_\_\_\_\_

Your application will be considered for one year. For consideration after that you must reapply. Please feel free to attach any additional information to enhance your application. Applicant Initial: \_\_\_\_\_

If applying for a bus driver position, training will be provided by our District. However, if you are applying only to use this training at another school or district, you will be billed \$200.00 in fees for the training. Applicant Initial: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Mountain Grove R-III School District is an Equal Opportunity Employer and considers all applications for employment regardless of age, race, color, religion, sex, national origin, handicap or veteran status. Equal Opportunity Employment concerns should be addressed to the Superintendent of Schools, Mountain Grove R-III School District, P.O. Box 806, Mountain Grove, MO 65711.