

# Gordon Parks Elementary School

## Employment Application



Gordon Parks Elementary is an equal opportunity employer. Applicants are considered for all positions without regard to sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, or any other factor prohibited by law.

Your application must be complete in order to be considered for employment. If a question does not apply please use N/A. Although a resume is welcome, it will not be accepted in lieu of completing this application. Please type or print neatly.

### POSITION DESIRED

- |   |  |
|---|--|
| <input type="checkbox"/> Teacher                  | <input type="checkbox"/> Counselor             |
| <input type="checkbox"/> Teacher Paraprofessional | <input type="checkbox"/> Custodian/Maintenance |
| <input type="checkbox"/> Special Education        | <input type="checkbox"/> Administrative        |
| <input type="checkbox"/> Summer School            | <input type="checkbox"/> Other: _____          |
| <input type="checkbox"/> Substitute               |  |

### PERSONAL INFORMATION

Today's Date: \_\_\_\_\_ *Application will be kept on file for one year from this date.*

Full Legal Name: \_\_\_\_\_

Other Name(s): \_\_\_\_\_

Social Security #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

What is the best way to reach you?

- Home Phone
- Cell Phone
- Work Phone

### EMPLOYMENT INFORMATION

1. What is your present employment status? \_\_\_\_\_

2. If you are currently employed, please provide the name of your employer and clarification on why you want to change positions: \_\_\_\_\_  
\_\_\_\_\_

3. If offered a position at Gordon Parks Elementary, how soon could you start? \_\_\_\_\_

4. If you are under contract, when does it expire? \_\_\_\_\_

## REFERNCES

Applicants should submit three professional and three personal references.

Professional References	Personal References
Name: _____	Name: _____
Relationship to Applicant: _____	Relationship to Applicant: _____
Phone: _____	Phone: _____
Address: _____	Address: _____
Name: _____	Name: _____
Relationship to Applicant: _____	Relationship to Applicant: _____
Phone: _____	Phone: _____
Address: _____	Address: _____
Name: _____	Name: _____
Relationship to Applicant: _____	Relationship to Applicant: _____
Phone: _____	Phone: _____
Address: _____	Address: _____

## EDUCATION

Please circle highest level of education you have completed:

1 2 3 4 5 6 7 8 9 10 11 12    Some College    Bachelor's Degree    Masters Degree

If you did not complete high school, do you have a GED/high school equivalency diploma?      Yes    No

Please list, in order of attendance, all post high school educational institutions attended. This information should be complete, and official college/university transcripts must be submitted to Gordon Parks Elementary.

Institution Name and Location	Degree	Major	Minor

## EXPERIENCE

Please describe all work experience, beginning with the most recent employer. You may list significantly jobs within the same organization as separate items. If you need additional space use a separate sheet of paper. Explain any years omitted in experience history.

**1. Job Title:** \_\_\_\_\_

Employer Name: \_\_\_\_\_ May we contact this employer?    Yes    No

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

Immediate Supervisor Name and Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ # of Yrs Full-Time: \_\_\_\_\_ # of Yrs Part-Time: \_\_\_\_\_

Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

**2. Job Title:** \_\_\_\_\_

Employer Name: \_\_\_\_\_ May we contact this employer?    Yes    No

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

Immediate Supervisor Name and Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ # of Yrs Full-Time: \_\_\_\_\_ # of Yrs Part-Time: \_\_\_\_\_

Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

**3. Job Title:** \_\_\_\_\_

Employer Name: \_\_\_\_\_ May we contact this employer?    Yes    No

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

Immediate Supervisor Name and Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ # of Yrs Full-Time: \_\_\_\_\_ # of Yrs Part-Time: \_\_\_\_\_

Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## APPLICANT CERTIFICATION

1. Have you ever been involuntarily terminated from employment? Yes    No

If yes, please give the name of the employer, the date, and the reasons for termination: \_\_\_\_\_

2. Do you have a physical condition which may limit your ability to perform the job you are applying for? Yes    No

If yes, please explain what accommodation is needed: \_\_\_\_\_

3. Have you ever been convicted of a felony, a crime of moral turpitude (i.e. lying, cheating, or stealing) or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? Yes    No

If yes, please explain: \_\_\_\_\_

4. Have you ever been charged and found guilty of child abuse and/or neglect? Yes    No

If yes, please explain: \_\_\_\_\_

5. Are any criminal charges or proceedings pending against you? Yes    No

If yes, please explain: \_\_\_\_\_

Conviction of a crime is not an automatic dismissal from employment. The school will consider the nature of the offense, and the relationship between the offense and the position for which you are applying.

Are you legally eligible for employment in the United States? Yes    No

I hereby certify that all statements are true, complete, and correct to the best of my knowledge and belief. I understand that if employed the terms of the contract are subject to change should the information provided in this application prove to be inaccurate or not officially verifiable.

I hereby authorize the Office of Personnel to conduct work history, personal referenced, or police record inquiries and waive the right to hold liable those persons for providing any requested information. It is understood that such information is to be absolutely privileged, confidential, and used only in determining my qualifications for employment and assignment.

I agree that any willful omission or falsification of material facts in this application, which would ordinarily be used as a basis for not hiring me, will constitute sufficient reason for immediate dismissal.

I understand that I will not be considered unless this application is completed in detail.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

## ADDITIONAL INFORMATION

**Applicants for teaching and administrative positions must complete the following:**

1. Do you hold a current Missouri teaching certificate for the position(s) for which you are applying? Yes    No  
If yes, Expiration Date: \_\_\_\_\_

2. If no, are you eligible for a Missouri license for the position(s) for which you are applying? Yes    No

3. Do you have a valid teaching certificate in a state other than Missouri? Yes    No  
If yes, State: \_\_\_\_\_ Title: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

4. Has your teaching license ever been suspended or revoked? Yes    No  
If yes, please explain: \_\_\_\_\_

Certificate Endorsements	Position(s) you prefer (in order of priority)
1	1
2	2
3	3
4	4

**Include a copy of your certificate(s) with this application.**

If hired at Gordon Parks, how will you work to provide a safe, orderly, and positive academic environment?

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Applicant Signature

Date

## OPTIONAL APPLICANT INFORMATION

The following information will not be used for making hiring decisions and will not be kept with your application.

The information in this section is needed to analyze and ensure compliance with State and Federal Equal Employment Opportunity laws and to meet the reporting requirements for these laws. After this information is recorded, this section will be separated from your application.

### Applicant's Gender:

- Male
- Female

### Applicant's Race/Ethnicity:

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino
- White/Caucasian

### Applicant's Age Group:

- Under 19 years old
- 20 - 29 years old
- 30-39 years old
- 40 or more years old

Position(s) Applied for: \_\_\_\_\_

\_\_\_\_\_