

Maplewood Richmond Heights School District

7539 Manchester Road ♦ Maplewood, MO 63143



Application for Support Staff

Personal Information

Last Name

First Name

Home Phone #

Address

Work Phone #

City, State, & Zip

Social Security #

Have you ever worked for any employer under another name? yes no

If yes, please give name: _____

If you are not a U.S. Citizen, what is your Alien Registration Form Number _____, or

Visa Classification Number? _____ Present U.S. Military status? _____

Has your driver's license ever been suspended or revoked? yes no

Have you ever been reported for Child Abuse? yes no

Have you ever been convicted for any violation of any federal, state, county, municipal or any other law? (Do not include traffic violations for which the only penalty was a fine of \$35.00 or less.) yes no

If yes to either of the above, please explain:

Job Placement Desired

What position are you applying for: _____

Full-time (12 months) Part-time

Special skills applicable to the position: _____

Applicant is not required to give any information or consent on this form that is prohibited by Federal, State, or Local law in the domicile of the applicant.

Where you previously employed by MRH? yes no If yes, give date: _____

Have you filled an application here before? yes no If yes, give date: _____

Can you travel between schools? yes no

Are you on layoff and subject to recall? yes no

Education

College/University Attended: _____

Degree/Date Awarded: _____

Trades School : _____

Degree/Diploma/Date Awarded: _____

High School Attended: _____

Number of Years Completed: _____ Did you graduate: yes no

If no, did you receive a GED? yes no

Employment History

Please give an accurate and complete full-time and part-time employment record. Start with the present or most recent employer.

Company Name: _____ **Telephone No.:** _____

Complete Address: _____

Employed from _____ to _____ Weekly starting pay: _____ Ending pay: _____

Job title & work description: _____

Name of Supervisor: _____ Reason for Leaving: _____

Company Name: _____ **Telephone No.:** _____

Complete Address: _____

Employed from _____ to _____ Weekly starting pay: _____ Ending pay: _____

Job title & work description: _____

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Name of Supervisor: _____ Reason for Leaving: _____

Company Name: _____ Telephone No.: _____

Complete Address: _____

Employed from _____ to _____ Weekly starting pay: _____ Ending pay: _____

Job title & work description: _____

Name of Supervisor: _____ Reason for Leaving: _____

Company Name: _____ Telephone No.: _____

Complete Address: _____

Employed from _____ to _____ Weekly starting pay: _____ Ending pay: _____

Job title & work description: _____

Name of Supervisor: _____ Reason for Leaving: _____

2 Reference names of current or former supervisors that have closely observed you work

Name: _____ Name: _____

Company: _____ Company: _____

Phone Number: _____ Phone Number: _____

Bus Driver Applicants Only

On each line state the type of violations (speed, stop sign, etc.) and approximate date:

_____ Date: _____
_____ Date: _____
_____ Date: _____

or I have no driving violations

Note: The Maplewood-Richmond Heights School District only employs United States Citizens or Aliens lawfully authorized to work in the United States.

I hereby authorize my current and former employers and references to furnish any information about me and about my work experience. I release my current and former employers and references from any and all liabilities or damages of any nature as a result of providing such information. My current and former employers and references may rely on a signed copy of this release.

I certify that the answers given in this application are true and complete to the very best of my knowledge. I fully understand that any positions offered to me by the School District are conditional upon all reports and records received by the School District being deemed satisfactory to the School District. In the event I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information.

Applicant's Signature

Date

THE MAPLEWOOD-RICHMOND HEIGHTS SCHOOL DISTRICT DOES NOT DISCRIMINATE ON BASIS OF RACE, RELIGION, AGE, CREED, NATIONAL ORIGIN, SEX, OR HANDICAPPING CONDITION, IN THE PROVISION OF EDUCATIONAL SERVICES, ADMISSIONS,OR EMPLOYMENT.

Inquires related to District employment practices may be directed to the Maplewood Richmond Heights School District, Karen Hall, Assistant Superintendent at 7539 Manchester Road, Maplewood, MO 63143; telephone number 314-644-4400.

Inquiries and complaints regarding Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990 may be directed to the Maplewood Richmond Heights School District, Karen Hall, Assistant Superintendent at 7539 Manchester Road, Maplewood, MO 63143; telephone number 314-644-4400.

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