



Walnut Grove R-V SCHOOL DISTRICT

300 EAST COLLEGE

P O Box 187

WALNUT GROVE, MISSOURI 65770

PHONE 417-788-2543 EXTENSION 103

FAX 417-788-1254

Dear Applicant:

We have recently received either a resume you mailed us or your request for an application to be sent to you. We require that an application form accompany all resumes and that the application form be complete by including the following information:

_____ Letter of Application

_____ Resume

_____ Completed Application Form

_____ Official Transcript(s) –(Copies will be acceptable until official hire)

_____ Teaching Certificate / Administrator Certificate

_____ Three (3) Letters of Recommendation dated within the last year.

Applications received that do not contain all of the above information will not be considered.

Please send this information to:

Walnut Grove R-V School District
Attn: Gwenda Barton, Superintendent
College and Walnut
P O Box 187
Walnut Grove, MO 65770

WALNUT GROVE R-V SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. THE DISTRICT BELIEVES IN THE PRINCIPLE AND PRACTICE OF EQUAL EMPLOYMENT OPPORTUNITY. FURTHERMORE, WE INTEND TO COMPLY WITH THE LETTER AND SPIRIT OF FEDERAL, STATE, AND LOCAL LAWS PROHIBITING DISCRIMINATION ON THE BASIS OF RACE, CREED, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX, AGE OR ANY OTHER STATUTORILY PROHIBITED BASIS. IF YOU FEEL THAT DISCRIMINATION HAS OCCURRED YOU MUST NOTIFY THE WALNUT GROVE R-V SCHOOL DISTRICT CONTACT IMMEDIATELY.

Walnut Grove R-V SCHOOL DISTRICT

COLLEGE AND WALNUT

P O Box 187

WALNUT GROVE, MISSOURI 65770

417-788-2543 EXTENSION 103

APPLICATION FOR ADMINISTRATIVE POSITIONS

Date: _____

Walnut Grove R-V School's consideration for employment does not discriminate on the basis of race, color, religion, national origin, gender, age, or disability.

Please complete the application in your own handwriting.

Name _____ SS# _____
(Last) (First) (Middle)

Address: _____ Phone# _____
(Street) (City) (State/Zip)

Contact Person or Close Relative _____

Certification Type: (please check) Life PC-I PC-II Alternative Provisional Vocational
 Year Temporary Other

Subject Area(s): _____ Grade Level(s): _____

Expiration Date(s): _____ Position(s) applying for: _____

INFORMATION RELEASE WAIVER

I understand the Walnut Grove R-V School District may contact either in writing or verbally, my personal references, prior and present employers, as well as educational institutions, and I hereby consent to such contact. I hereby release the officers, agents, employees and directors of each of my past employers, personal references, educational institutions, from any and all liability arising from disclosure of personal records and from verbal appraisals of my past performance made by the personnel of prior employers, personal references and educational institutions. I understand and agree that this waiver includes any and all matters or actions that I may now have, or may have in the future, concerning the disclosures, regardless of their nature. I understand and consent to having criminal and arrest record checks as a condition for consideration of application for employment.

I hereby declare that all of the information and answers set forth in this Application are true, correct and materially complete. I understand that any false or incomplete answers or information may constitute a reason for termination of the hiring process or grounds to terminate any possible employment in the future.

Applicant's Signature

Date Submitted

ALL APPLICATIONS WILL BE KEPT ON FILE FOR TWO (2) YEARS FROM DATE OF APPLICATION

Note: All applicants are expected to answer all questions on this application. Answer "none" or "not applicable" where necessary. The applicant should exercise the greatest care in preparing this form. Information given herein becomes a legal part of any contract in case of selection.

EDUCATIONAL RECORD

(Please begin with High School)

School Attended	Date(s)	Areas of Specialization	Degree

Total Undergraduate Semester Hours _____ Total Graduate Semester Hours _____

TEACHING EXPERIENCE

(If none, list student teaching experience)

Name and Location of School	Grade or Subjects Taught	Dates	Supervisor/Phone

ADMINISTRATIVE EXPERIENCE

(If none, list student teaching experience)

Name and Location of School	BUILDING GRADE LEVEL	Dates	Supervisor/Phone

Total years teaching experience_____

Total years administrator experience ___

Have you failed re-election to a contracted position, teaching or administrative? Yes No

If yes, what district?_____

For what reason(s) did you fail re-election?

Please check each of the following technology applications that you are capable of using.

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Word | <input type="checkbox"/> Web Page design |
| <input type="checkbox"/> Publisher | <input type="checkbox"/> Digital Photography |
| <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Recording student grades on computer |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Use of presentation hardware (LCD projector and interactive projection board) |
| <input type="checkbox"/> Email | <input type="checkbox"/> Internet search |

Please answer the following questions? (If more space is needed, attach extra pages.)

What skills are needed by an administrator that will lead to successful building level administration?

What skills have you acquired that will help assist the Walnut Grove School District in meeting our vision and mission?

List other relevant information or elaborate on skills that could enhance or strengthen your application.

OTHER PREVIOUS WORK EXPERIENCE

(Past three years only)

Employer	Address	Telephone	Type of Work	Dates

REFERENCES

References should be persons qualified to give any information to show your fitness for the position for which you are applying. Please include superintendents, principals, college student-teaching supervisors, and /or fellow employees with whom you have worked in the past (5) years.

Name	Address	Telephone	Occupation

Have you ever pleaded guilty, no contest, or been convicted of a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or which the fine was less than \$100)_____

Has the Children’s Division (Missouri Division of Family Services) or a similar agency in any other state or jurisdiction ever issued a determination of finding of cause or reason to believe or suspected that you have engaged in physical, emotional, psychological or sexual abuse or neglect of a child? _____

If the answer to any of the foregoing questions is “yes”, please explain on a separate sheet of paper.

- THE WALNUT GROVE R-V SCHOOL DISTRICT CONSIDERS A COMPLETE APPLICATION FILE TO CONTAIN:**
- 1) Letter of Application**
 - 2) Resume**
 - 3) Completed Application Form**
 - 4) Copy of all Transcripts**
 - 5) Copy of Teaching Certificate(s)**
 - 6) Letters of Recommendation**