



# Halfway R-III School District

*"Home of the Cardinals"*



**Lawrence Graves**  
*7-12 Principal*

2150 Highway 32  
Half Way, Missouri 65663  
Phone 417-445-2200  
www.halfwayschools.org

**Erin Butler**  
*PK-6 Principal*

**Lance W. Roweton**  
*Superintendent*

## **APPLICATION FOR SUPPORT STAFF/SUBSTITUTE POSITION**

The district does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, veterans' status, or disability in employment, application for employment, or any other aspect of its programs and activities. If a person with a disability needs accommodations to participate in the application process (including filling out this form, interviewing, or any other pre-employment procedure or requirement), the applicant may (but is not required to) notify the District of the applicant's need for such accommodations prior to attempting to complete the application and interview process. A person with a disability may also notify the District of any accommodations that may be necessary to permit the applicant to perform the essential functions of the position for which the applicant is applying. The district is an Equal Opportunity Employer. The district is required by law to participate in employment eligibility verification.

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

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

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

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

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

Home Phone number: \_\_\_\_\_ Cell Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_ OK to send texts to your cell phone? Yes or No

May the District contact your present employer? \_\_\_ Yes \_\_\_ No

Are you currently legally authorized to work in the United States? \_\_\_ Yes \_\_\_ No

Date available for employment: \_\_\_\_\_

### **POSITION(S) DESIRED**

\_\_\_\_\_  
Skills you possess pertaining to the position(s) for which you are applying: \_\_\_\_\_  
\_\_\_\_\_

### **EDUCATIONAL TRAINING**

College/University Trade School	Year completed	Degree/Course of Study	Major

**WORK EXPERIENCE**

Dates of Employment	Employer/Address	Position	Supervisor	Phone

Please describe any circumstances surrounding a break in employment of one or more years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL REFERENCES**

Name	Address	Phone	Position

**PERSONAL BACKGROUND**

1. Are you currently under contract? \_\_\_ Yes \_\_\_ No  
 Present Position: \_\_\_\_\_ Where? \_\_\_\_\_ Date to be Released: \_\_\_\_\_  
 Have you been recommended to continue in your current position? \_\_\_ Yes \_\_\_ No (If no, please explain)  
 \_\_\_\_\_
2. Have you ever been non-renewed? \_\_\_ Yes \_\_\_ No
3. Have you ever been served with a notice of deficiencies or warning letter? \_\_\_ Yes \_\_\_ No
4. Have you ever been served with a statement of charges seeking the termination of your employment? \_\_\_ Yes \_\_\_ No
5. Have you ever resigned to avoid being served with a statement of charges seeking your termination? \_\_\_ Yes \_\_\_ No
6. Have you ever been fired, dismissed, terminated, or otherwise involuntarily discharged from your employment? \_\_\_ Yes \_\_\_ No
7. Have you ever resigned in lieu of being fired, dismissed, or otherwise involuntarily discharged from your employment? \_\_\_ Yes \_\_\_ No
8. Have you ever entered a separation or settlement agreement in connection with either the voluntary or involuntary termination of your employment? \_\_\_ Yes \_\_\_ No
9. Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses of which you were not sentenced to jail or for which the fine was less than \$100. **DO NOT** exclude offenses related to driving while intoxicated (DWI) or driving under the influence (DUI).) \_\_\_ Yes \_\_\_ No
10. Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses of which you were not sentenced to jail or for which the fine was less than \$100. **DO NOT** exclude offenses related to driving while intoxicated (DWI) or driving under the influence (DUI).) \_\_\_ Yes \_\_\_ No
11. Have you ever plead guilty or nolo contendere (no contest), or entered an Alford plea, to a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses of which you were not sentenced to jail or for which the fine was less than \$100. **DO NOT** exclude offenses related to driving while intoxicated (DWI) or driving under the influence (DUI).) \_\_\_ Yes \_\_\_ No



## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>2</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

## RELEASE WAIVER

Please read carefully before signing.

I hereby authorize the Halfway R-III School District to contact all persons and entities listed on this application and to make all other contacts, inquiries, and investigations that the District deems necessary to verify my education, employment, and criminal and child abuse history, including but not limited to contacting current and/or past employers, educational institutions, law enforcement, and child abuse agencies. I hereby consent to the release of any such information by third persons and I understand that the Halfway R-III School District will keep such information in a confidential file, available only to appropriate District officials.

I hereby release the directors, officers, employees, and agents of both the Halfway R-III School District and each of my past employers from any and all liability arising from disclosure of personnel records and from oral appraisals of my past performance made to the Halfway R-III School District. My current and former employers and references may rely on a signed copy of this release.

I understand that employment with the Halfway R-III School District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. In accordance with Missouri law, this background check will include a complete fingerprint criminal record check. I further understand that in accordance with Missouri law, this criminal records check will result in the disclosure of both open and closed criminal records, including but not limited to, suspended impositions of sentence. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired. Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, 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 and child abuse/neglect information and official records for each applicant and employee, and to act in accordance with such information and official records.

I understand that neither this document nor any offer of employment from the District constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

**I hereby certify that all information provided by me in connection with this application is true, accurate, and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application or in subsequent employment interviews, shall be cause for refusal to hire, or if applicant has been hired, for immediate termination.**

I understand that this application will be considered active for 60 days from the application date for being accepted by the District. I understand that if I wish my candidacy to remain open after that time period, I must submit another application.

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Signature

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Date

**Caution:** You must answer every question on the application accurately and completely. You will not be hired if you provide false or incomplete information. You will be dismissed if the false or incomplete information. You will be dismissed if the false or incomplete information is discovered after you are hired.

Under Missouri law, the School District can and will receive complete criminal records for all applicants.

Under Missouri law, the School District will receive information about both open and closed criminal records.

If you have ever been told by an attorney, law enforcement officer, or any other person that you do not have to report an arrest, charge, suspended sentence, conviction, or any other type of criminal record – whether open or closed – on an employment application, **that advice does not apply to employment with school districts. You must report every open or closed criminal record on your application to this School District.**

You will not be excluded from employment solely because you report an open or closed criminal record. The School District will review the information you provide with respect to type and date of offense, relationship to the job for which you are applying, and other relevant information and determine what, if any, effect the record should have on your request for employment.

**However, failure to report any criminal record – whether open or closed – will result in exclusion from hiring or discharge if you have already been hired.**

If you are not sure whether something should be reported on the application, you must report it. The School District cannot accept reasons such as an applicant forgot about an arrest or offense, or that the applicant did not know he or she was "actually arrested."