

**MANSFIELD R-IV SCHOOL DISTRICT  
CERTIFICATED PERSONNEL APPLICATION**

Mail completed application to:  
Mansfield R-IV School District  
316 West Ohio Street  
Mansfield, MO 65704  
417-924-8458

Date of application \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle - -

Address \_\_\_\_\_  
Street City State Zip Code

Telephone # ( ) \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

We participate in E-Verify.

Are you legally eligible for employment in this country?.....( ) Yes ( ) No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?... ( ) Yes ( ) No

If yes, please provide date(s) and details \_\_\_\_\_

\_\_\_\_\_

Have you been discharged or have you resigned after notice that you were being discharged, from a position?.....( ) Yes ( ) No

If yes, please give date(s) and details \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for the will be taken into account

**APPLYING FOR THE POSITION OF:**

\_\_\_\_\_  
(Indicate subjects in order of preference)

\_\_\_\_\_  
(Indicate Elementary, Junior or Senior High School)

List all valid teaching certificates by area of certification, state, permanent or temporary, and expiration date:(Include copy of certificate issued by Department of Elementary and Secondary Education)

Certification	State	Permanent or Temporary	Expiration Date

**EDUCATION**

If you are not now certificated for the position you are seeking, when do you expect to receive a certificate? \_\_\_\_\_

**COLLEGE AND UNIVERSITY (UNDERGRADUATE, GRADUATE, PROFESSIONAL)**

	Semester Hours	Major Subjects	Degree and Date Rec'd.
Name _____			
Location _____			
Name _____			
Location _____			

**EMPLOYMENT HISTORY (LIST MOST RECENT FIRST, INCLUDE STUDENT TEACHING)**

Name of Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Supervisor/Title: \_\_\_\_\_ Your Position: \_\_\_\_\_  
 Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
 Assignment/Additional Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Supervisor/Title: \_\_\_\_\_ Your Position: \_\_\_\_\_  
 Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
 Assignment/Additional Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Supervisor/Title: \_\_\_\_\_ Your Position: \_\_\_\_\_  
 Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
 Assignment/Additional Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Supervisor/Title: \_\_\_\_\_ Your Position: \_\_\_\_\_  
 Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
 Assignment/Additional Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

May we refer to your present or past employers?.....( ) Yes ( ) No

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**PLEASE READ BEFORE SIGNING**

**Additional Information**

Each application should be accompanied by a college transcript and/or placement papers. Use an additional page if needed. Check your application and be sure it is filled in completely.

**Certificate of Applicant**

I HEREBY CERTIFY that all information made on or in connection with this application is true and complete to the best of my knowledge and belief and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient grounds for rejection of application, or removal from employment. I authorize my previous employers to release to the Mansfield R-IV Schools any information they may have regarding my character or my employment record.

**Background Check**

Employment is contingent upon satisfactory results, as determined by the district, after completion of background checks through the Missouri Highway Patrol and the Federal Bureau of Investigation (FBI).

**EQUAL OPPORTUNITY EMPLOYMENT**

The Mansfield R-IV School District is an equal opportunity employer. It is the policy of the district to afford equal employment opportunities to qualified individuals regardless of their race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disability or memberships in legally constituted organizations, to the extent required by law. This policy applies to all aspects of the employment relationship, including recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits and termination.

I acknowledge that I have read and understand the above statements.

**Applicant**

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