



## *Secretarial*

### APPLICATION FOR EMPLOYMENT

**Morgan County R-II School District**  
**913 West Newton - Versailles, MO 65084**  
**(573)378-4231 - Telephone**  
**(573)378-5714 - Facsimile**

#### Applicant Information

Today's Date:	Social Security Number:	
Last Name:	First:	Middle:
Address:		
City, State, Zip:	Telephone:	
Date Available for Work:		
Summarize special skills and qualifications for this position:		

#### General Information

<b>Have you ever been charged with, convicted or entered a plea, including a plea of nolo contendere, to any felony or misdemeanor whether or not sentence was imposed or suspended, except minor traffic violations? If yes, explain fully.</b>	Yes _____ No _____
<b>Have you ever been denied a professional license, certificate, permit, credential, endorsement, or registration? If yes, explain fully.</b>	Yes _____ No _____
<b>Has your professional license (except for driver's license), certificate, permit, credential, endorsement, or registration ever been disciplined, suspended, revoked, reprimanded, restricted, curtailed or voluntarily surrendered or do you have any pending complaints before any regulatory board or agency or is there any investigation or adverse action now pending against you? If yes, explain fully.</b>	Yes _____ No _____
<b>Have you ever resigned, been restricted, disciplined, or discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, unethical behavior or unprofessional conduct, or are you under investigation for any such charge? If yes, explain fully.</b>	Yes _____ No _____

Education		
Elementary:		
High School:		Number of Years Completed:
College:		Number of Hours:

Employment History (Please list employers beginning with the most recent)	
Employer:	
Address:	Telephone:
Supervisor:	Years Employed:
Employer:	
Address:	Telephone:
Supervisor:	Years Employed:
Employer:	
Address:	Telephone:
Supervisor:	Years Employed:

References	
Name:	Position:
Address:	Telephone:
Name:	Position:
Address:	Telephone:
Name:	Position:
Address:	Telephone:

I verify that all information on this application is accurate and true, and failure to provide accurate and true information may be cause for dismissal.

Signature \_\_\_\_\_

Please Attach Resume if Applicable

*\*\*In accordance with Federal law and Morgan County R-II policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of grievance, contact the Title IX Director, Dr. L. Steven Barnes, 913 West Newton, Versailles, MO 65084 or call (573) 378-2656. The Morgan County R-II School District is an equal opportunity provider and employer. This employer will provide the Social Security Administration (SSA) and, if necessary the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.*