



Zalma R-5 School District

HC 02, Box 184 • Zalma, Missouri 63787 • Phone: 573-722-5504 • Fax: 573-722-9870

APPLICATION FOR EMPLOYMENT CERTIFICATED STAFF

Name		SSN	
Address	City	State	Zip Code
E-Mail Address	Home Phone	Daytime Phone	

The Zalma R-5 School District is an equal opportunity employer. The Zalma R-V Public School System does not discriminate, either in employment or in its offerings for students, on the basis of race, color, national origin, sex or handicap as defined in section 504, P.L. 93-112. The school system is forbidden to practice such discrimination by federal regulations. Inquiries concerning discrimination against the handicapped are to be referred to the Superintendent of Schools.

The applicant should exercise the greatest care in preparing this application. Information given herein is in the nature of representation and if incorrect on a material fact will constitute sufficient cause for cancellation of the contract in case of election. Do not omit any item.

Give the exact title and grade levels of certification you hold.	
Honors received before or since graduation.	
Total number of undergraduate hours.	Total number of graduate hours.
List college activities engaged in.	
When will you be available for an interview?	
When will you be able to begin work?	
If elected and conditions prove satisfactory, have you any plans which would prevent you from teaching here at least three years?	
When will you be available for an interview?	

ACADEMIC INFORMATION

NAME OF SCHOOL AND LOCATION	DATES INCLUSIVE	DEGREE OR DIPLOMA	MAJOR	MINOR

PROFESSIONAL EXPERIENCE

EMPLOYER	Dates Inclusive	Beginning Salary (Per Year)	Ending Salary (Per Year)
	__/__/__ to __/__/__		
<p style="text-align: center;">POSITION HELD</p> <p>If the position was in an elementary school, please specify the grade level and subject(s) taught. If the position was at the high school level, please indicate which subject area(s) you taught along with any extracurricular responsibilities.</p>		<p style="text-align: center;">REASON FOR LEAVING</p>	
		<p>May we contact this employer?</p>	

EMPLOYER	Dates Inclusive	Beginning Salary (Per Year)	Ending Salary (Per Year)
	__/__/__ to __/__/__		
<p style="text-align: center;">POSITION HELD</p> <p>If the position was in an elementary school, please specify the grade level and subject(s) taught. If the position was at the high school level, please indicate which subject area(s) you taught along with any extracurricular responsibilities.</p>		<p style="text-align: center;">REASON FOR LEAVING</p>	
		<p>May we contact this employer?</p>	

PROFESSIONAL EXPERIENCE (Cont.)

EMPLOYER	Dates Inclusive	Beginning Salary (Per Year)	Ending Salary (Per Year)
	__/__/__ to __/__/__		
<p style="text-align: center;">POSITION HELD</p> <p>If the position was in an elementary school, please specify the grade level and subject(s) taught. If the position was at the high school level, please indicate which subject area(s) you taught along with any extracurricular responsibilities.</p>		REASON FOR LEAVING	
		May we contact this employer?	

OTHER WORK EXPERIENCE

EMPLOYER	Dates Inclusive	Beginning Salary (Per Year)	Ending Salary (Per Year)
	__/__/__ to __/__/__		
TYPE OF POSITION		REASON FOR LEAVING	

EMPLOYER	Dates Inclusive	Beginning Salary (Per Year)	Ending Salary (Per Year)
	__/__/__ to __/__/__		
TYPE OF POSITION		REASON FOR LEAVING	

EMPLOYER	Dates Inclusive	Beginning Salary (Per Year)	Ending Salary (Per Year)
	__/__/__ to __/__/__		
TYPE OF POSITION		REASON FOR LEAVING	

PERSONAL INFORMATION

Educational Organizations To Which You Belong	List Leisure Time Activities
Do have an interest in sponsoring student organizations, activities or sports (coaching)? If so, please list any areas of interest.	
NOTE: Attach statement of educational philosophy and a copy of your college transcript(s).	

PROFESSIONAL REFERENCES

These should be persons qualified to answer questions concerning your fitness for the position you seek. Include superintendents and principals under whom you have taught. Indicate any who are related to you.

NAME	TELEPHONE #	OCCUPATION

CHARACTER REFERENCES

NAME	TELEPHONE #	OCCUPATION

Date _____ 20 _____

Signature of Applicant

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 notification¹ 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.²**

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.³

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.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ 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).