



# Green Ridge R-VIII School District

P.O. Box 70, Green Ridge, Missouri 65332  
(660) 527-3315 Fax: (660) 527- 3299

## APPLICATION FOR AN ADMINISTRATIVE POSITION

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

Address \_\_\_\_\_

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**Phone:**

Home ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Work/Other ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Certification \_\_\_\_\_

Position(s) for which you are applying \_\_\_\_\_

Extra duty positions you may be interested in sponsoring or coaching

### Educational Preparation

High School \_\_\_\_\_

Name and Location

Colleges/  
Universities

Name/Location	Dates	Degree	Major/Minor	GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Administrative/Teaching Experience  
School Districts**

_____	_____	_____	_____	_____	(____)____ - _____
Name/Location	Dates	Position	# of Years	Supervisor	Phone
_____	_____	_____	_____	_____	(____)____ - _____
Name/Location	Dates	Position	# of Years	Supervisor	Phone
_____	_____	_____	_____	_____	(____)____ - _____
Name/Location	Dates	Position	# of Years	Supervisor	Phone

**Other Work Experience  
Employers**

_____	_____	_____	_____	_____	(____)____ - _____
Name/Location	Dates	Position	# of Years	Supervisor	Phone
_____	_____	_____	_____	_____	(____)____ - _____
Name/Location	Dates	Position	# of Years	Supervisor	Phone
_____	_____	_____	_____	_____	(____)____ - _____
Name/Location	Dates	Position	# of Years	Supervisor	Phone

**References**

_____	_____	(____)____ - _____	_____
Name	Address	Phone	Years Known
_____	_____	(____)____ - _____	_____
Name	Address	Phone	Years Known
_____	_____	(____)____ - _____	_____
Name	Address	Phone	Years Known

**Employment Questions**

1. Have you ever been arrested, charged, or convicted with a felony or misdemeanor?
  
2. Has the Missouri Division of Family Services or similar agency in any other state or jurisdiction ever issued a determination or finding of cause or reason to believe or suspect that you have engaged in physical, emotional, psychological, or sexual abuse or neglect of a child?
  
3. Have you ever failed to be re-employed by an educational institution?

If the answer to any of the foregoing questions is "Yes", please explain. If necessary, use a separate sheet of paper.

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**Please read carefully before signing.**

I acknowledge and agree to the following provisions as conditions to consideration of my application for employment:

1. I hereby authorize my current and former employers and references to furnish any information about me and about my work experience. I release my current and former employers and references from any and all liabilities or damages of any nature as a result of providing such information.
2. I understand and consent to having criminal and arrest records checks as well as background checks by the Missouri Division of Family Services and the FBI as a condition for consideration of my application for employment. I also understand that any employment offer is contingent upon the receipt of a favorable background clearance.
3. I certify that the answers given in this application are true and complete to the very best of my knowledge. In the event I am employed by the District and in the further event that I have provided false or misleading information in this application or subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information.
4. I understand that this application will be considered active for one (1) year. I understand that if I wish my candidacy to remain open after that date, I must submit another application.

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Signature

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Date

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The Green Ridge R-VIII School is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, marital status, place of birth, or disabling condition.