



TINA-AVALON R-II PUBLIC SCHOOLS

**11896 Hwy 65
Tina, MO 64682
660-622-4211 Office
660-622-4210 Fax**

APPLICATION FOR ADMINISTRATIVE POSITION

INSTRUCTIONS: Thank you for your interest in our school system. The following information is needed in order to complete your file: 1) This completed application, 2) Cover Letter and Resume, 3) College Transcripts, and 4) A photocopy of your Missouri Certification or eligibility there of, 5) Three letters of recommendation.

Name (full) _____ Date _____

Present Address _____ Phone (day) _____

Permanent Address _____ Phone (eve) _____

Social Security Number _____

CURRENT CERTIFICATIONS

POSITION DESIRED

EDUCATION

Name of Institution	City	Dates Attended	Major	Degree

EMPLOYMENT HISTORY

Name and Address of Employer	Dates:	Job Title	Supervisor
(Most recent experience first)	(from/to)		

REFERENCES

Name

Address

Phone

ACTIVITIES

Professional Organizations: _____

Special Recognitions and Honors: _____

Please circle the appropriate answer to the following questions:

- | | | |
|-----|----|--|
| Yes | No | Have you been convicted of any violation of the law other than minor traffic offenses? |
| Yes | No | Are you currently or have you at anytime in the past been on parole or probation? |
| Yes | No | Have you ever had a teaching certificate or teaching license revoked or suspended? |
| Yes | No | Have you ever surrendered a teaching certificate or license before its expiration? |
| Yes | No | Have you ever been released, terminated, or resigned from school related employment because of misconduct or unsatisfactory service? |

If you answered yes to any of the above questions, please attach an explanation to this application.

Are you legally eligible for employment in the United States? _____ YES* _____ NO

*Proof of Citizenship or Immigration Status will be required for employment.

I certify that all statements made on this application are true, complete, and correct to the best of my knowledge and belief, and understand and agree that any misstatement will be grounds for disqualification or dismissal from employment by the Tina-Avalon R-II School District. I hereby authorize the Tina-Avalon R-II School District to examine local and state law enforcement agencies, criminal records agencies, former employers, educational institutions, Missouri or other State Departments of Social Service, and/or Child Protective Service records when considering my application for employment. I waive my right of privacy to any such information, and hereby release the school district and reference sources from any liability in connection with the information. Furthermore, it is understood that this application becomes the property of the Tina-Avalon R-II School District.

Date: _____ Signature of Applicant: _____

T-A is B.E.S.T! Better Education Starts Today!

The Tina-Avalon R-II District is an equal opportunity employer and does not discriminate or deny services on the basis of age, ancestry, color, disability, handicapping condition, marital status, national origin, parental status, race, religion, participation in constitutionally protected activities, or veteran status. Any questions regarding the Title IX, Section 504, The Family Medical and Leave Act, or the Americans with Disabilities Act should be directed to the Superintendent of Schools at the above address and telephone number. If special needs exist as addressed in the Americans with Disabilities Act which require this publication in an alternative format, the district may be contacted at the above address. Reasonable effort will be made to accommodate these special needs