

# Certified Personnel Application

Henry County R-1 School District



*Imagine, Inspire, Innovate...Road to Greyhound Greatness*

"Office of the Superintendent"

210 North Street  
Windsor, MO 65360  
Phone: 660-647-3533  
Fax: 660-647-2711  
lorenz@henrycountyr1.k12.mo.us  
www.henrycountyr1.k12.mo.us

Date:

Name:

Present Address:

City, State:

Zip Code:

Home Phone:  Cell Phone:

E-mail:

Social Security #:

Permanent Address:

City, State:

Zip Code:

Present Position:

Present Salary:

How Long at Current Position:

The Henry County R-1 Board of Education and its employees are committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission, access, treatment, or employment in its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic is strictly prohibited in accordance with law. The Henry County R-1 School District is an equal opportunity employer. If you have any inquiries, complaints, or concerns about any pre-employment procedure or requirement, including completing this application, or about the District policy of non-discrimination, you may contact Superintendent of Schools.

Position Applied for:

Salary Desired:

Date when available:

Do you hold a MO teaching Certificate?  Yes  No

Name as it appears on certificate:

Certification Subject	Grade Level	Type of Certificate	Effective Date	Expiration Date

## Educational and Professional Training

	Name of School	Degree or Diploma	Date degree received	Dates of Attendance	GPA
High School					
College or University					
College or University					
College or University					

Semester hours earned beyond a bachelor's degree:  GPA:

**Continue on the next page**

# Teaching experience

## 1. (list most recent experience here)

Name and address of school:

Subject/Grade taught:

Dates of employment:

From:  To:

No. of Years:

Salary:

Reason for Leaving (be specific):

## 2.

Name and address of school:

Subject/Grade taught:

Dates of employment:

From:  To:

No. of Years:

Salary:

Reason for Leaving (be specific):

## 3.

Name and address of school:

Subject/Grade taught:

Dates of employment:

From:  To:

No. of Years:

Salary:

Reason for Leaving (be specific):

## 4.

Name and address of school:

Subject/Grade taught:

Dates of employment:

From:  To:

No. of Years:

Salary:

Reason for Leaving (be specific):

Please check activities or sports you can sponsor or coach: (check all that apply)

- Basketball    Wrestling    Soccer    Golf    Track    Cheerleader    Quiz Bowl    Cross Country  
 Football    Tennis    Baseball    Softball    Volleyball    Dance Team    Drama    Debate

Describe your experience with computers:

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**Please list 3 references other than relatives not listed in your credentials**

Name	Official Position	Complete Address	Phone

Have you ever been employed by the Henry Co. School District?    Yes    No

If yes, date and position:

Have you previously submitted an application for employment with the Henry Co. School District?    Yes    No

If yes, approximately what year?

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BACKGROUND CHECK AND INFORMATION

***In addition to the following information, a thorough background check may be made at the option of the Henry County School District.***

If "Yes" is selected in response to any question, please send us a sheet(s) clearly identified as Background Check and Information with a detailed explanation.

"Yes" answers to the following questions will not necessarily result in denial of an offer of employment. The Board will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the Board in determining your eligibility and suitability for an offer of employment.

1. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations that do not involve any allegations of alcohol, drugs or reckless driving)? You must answer "Yes" if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "Yes", you must provide dates of the proceedings the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

No    Yes

2. Have you had any civil charges previously or pending involving allegations of child abuse or spousal abuse? You must answer "Yes" if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "Yes", you must provide dates of the proceedings the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

No  Yes

3. Have you ever been dismissed (fired) from any job, or resigned at the request of or pressure from your employer, or left employment while charges against you or an investigation of your behavior was pending? You must answer "Yes" if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "Yes", you must provide dates of the proceedings the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

No  Yes

4. Have you ever been refused tenure, reappointment, or continuing contract from any employer? You must answer "Yes" if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "Yes", you must provide dates of the proceedings the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

No  Yes

5. Have you ever had any license or certificate of any kind (teaching certificate or other professional license) revoked, suspended, or reprimanded, or have you in any way been sanctioned by or is any charge now pending against you before any licensing, certification, or other regulatory agency or body, public or private? If you answer "Yes", you must provide dates of the proceedings, name and phone number of the agency or body where proceedings took place, a statement of the accusation against you and the final disposition or status of the charge or complaint.

No  Yes

6. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "Yes", you must provide the name, address, and telephone number of the employer or licensing body and statement of the accusations against you.

No  Yes

Have you ever been involved, or are you currently involved, or do you anticipate involvement in litigation as either the plaintiff/complainant or defendant/respondent?

No  Yes

### Release of Information

As part of the formal application for a teaching position in the Henry County R-1 School District, I hereby authorize officials of the Henry County R-1 School District to conduct an investigation concerning my background for criminal law violations, major traffic violations, and any reports of prior abuse or neglect concerning children.

This document will specifically authorize the Sheriff of Henry County, Missouri, the Juvenile Officer, the Missouri Division of Family Services, the Missouri State Highway Patrol, any other law enforcement agency, and all employees of deputy of persons or agencies with information about me, to release the information set forth in paragraph 1 above and copies of the same to the Superintendent of Schools, Henry County R-1 School District, Windsor, MO.

I authorize investigation of all statements contained in the formal application and further understand that false or misleading information given in this application or interview(s) may result in discharge.

I certify that the facts set forth in this application are true and complete, and I hereby authorize Henry County R-1 School District to collect information concerning my character, personality, scholarship and general teaching ability.

**Special Directions:** Download as pdf file and complete on paper or select print and save as pdf to your file *before you close this application to save your work.*

Send by email to Dr. Kristee Lorenz at [lorenzk@henrycountyr1.k12.mo.us](mailto:lorenzk@henrycountyr1.k12.mo.us) or bring into the superintendent's office.

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Signature

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Print Name