



## Bowling Green R-I School District

700 West Adams Street  
Bowling Green, MO 63334

[www.bgschools.k12.mo.us](http://www.bgschools.k12.mo.us)

Phone: (573) 324-5441

Fax: (573) 324-2439

*Every person.....every student.....every second.....every day!  
Preparing today's students for tomorrow's unknown opportunities.*

## SUPPORT STAFF APPLICATION FORM

### PERSONAL DATA

\_\_\_\_\_  
(Last Name)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Middle Name)

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### POSITION DESIRED

All applicants should mark first choice (1), second choice (2), etc.

\_\_\_\_ Custodial

\_\_\_\_ Secretarial

\_\_\_\_ Bus Driver

\_\_\_\_ Cook

\_\_\_\_ Maintenance

\_\_\_\_ Teacher Aide

### GENERAL INFORMATION AND CERTIFICATION

Are you currently employed: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where: \_\_\_\_\_

Information on last (if unemployed) or current employer:

Address: \_\_\_\_\_

Time employed there: _____	Phone Number: _____	Supervisor: _____
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Nature of current job: \_\_\_\_\_

Why do you wish to leave your present position: \_\_\_\_\_

Why do you wish to teach in Bowling Green: \_\_\_\_\_

Salary received at last or current job: \_\_\_\_\_ Date available to start: \_\_\_\_\_

Have you ever been charged with or convicted of a felony: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide when, where, and the reason(s): \_\_\_\_\_

Have you ever been asked to resign: Yes \_\_\_\_\_ No \_\_\_\_\_

Why do you wish to leave your present position: \_\_\_\_\_

### **WORK EXPERIENCE**

List any prior employment experience:

Name of Business and Location	Start Date	End Date	Salary	Job Duties	Reason for Leaving

List any experience have you had in volunteering with children besides your educational experiences:

Name of firm or institution and location	Dates Inclusive	# of Months	Age Levels	Description of Experience

Community organizations to which you belong or in which you take an active part:

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## REFERENCES

These should be persons qualified to answer concerning your fitness for the position you seek. Include especially supervisors under whom you have worked. Indicate any references that are related to you.

Name	Address	Telephone	Occupation

## EDUCATION OR TRAINING EXPERIENCE

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

Address \_\_\_\_\_ Date of Graduation \_\_\_\_\_

GED Completion: Yes \_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_

If yes, date received GED: \_\_\_\_\_

### College:

Name and Address of Institution	Dates Attended	Date of Graduation	Degree	Major Subject matter	No. Semester Hours	Minor Subject Matter	No. Semester Hours

### Vocational-Technical Training:

Name and Address of Institution	Dates Attended	Date of Completion

In your role as a support staff member in the Bowling Green R-I School District, you will be required to work with and interact with students on a daily basis. Students have become technologically motivated learners in recent years. Please explain to us how you feel adult role models should best interact with students in the position you are applying for at our district.

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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. My current and former employers and references may rely on a signed copy of this release.
2. I understand and consent to having criminal and arrest records checks as well as background checks by the Missouri Division of Family Services as a condition for consideration of my application for employment.
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 in subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information.

\_\_\_\_\_ Date \_\_\_\_\_  
(Applicant's Signature)

Bowling Green R-1 School district provides equal opportunities for employment, promotion, and education without regard to sex, age, race, color, creed, national origin, disadvantaged, or handicapping conditions. Concerns and complaints regarding possible discrimination should be directed to the Superintendent's Office, 700 West Adams, Bowling Green, MO 63334. Phone (573) 324-5441.