

# SOUTHWEST LIVINGSTON COUNTY R-I SCHOOL DISTRICT

4944 Hwy DD  
Ludlow, Missouri 64656  
(660) 738-4433

## APPLICATION FOR NON-CERTIFIED EMPLOYMENT

Instructions: Answer each item as completely as possible. Mail or bring completed application to the Superintendent's Office at the above address. Applications will be kept on file for a period of 60 days. Any applicant wishing to be considered for employment beyond this period should again inquire as to whether or not applications are being accepted at that time.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street/Number) (City) (State)

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Preferred Position of Employment:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If you are extended an employment offer, on what date will you be available for work? \_\_\_\_\_

Did you serve in the Armed Forces? YES \_\_\_ NO \_\_\_ If yes, what branch? \_\_\_\_\_

Have you ever been investigated for child abuse, or investigated for or charged with any crime against or involving a minor?  
YES \_\_\_ NO \_\_\_ If so, please explain your response in detail

Have you been convicted or plead guilty to, entered a plea of no contest to or received a suspended imposition of sentence for any alleged criminal violation, other than minor traffic offenses?  
YES \_\_\_ NO \_\_\_ If so, please explain your response in detail.

"In submitting this application, I authorize the Southwest Livingston County R-I. School District to contact any former employer and any other person who, in the judgment of the School District or its agents, may have information relevant to the consideration of my employment. I understand that any false or misleading information provided in connection with this application, including any resume or vita provided directly or through third parties, may result in the refusal to employ me or may result in my termination. I hereby authorize the Southwest Livingston County R-I School District or its agents to conduct a complete investigation of my background, without limitation, and authorize the School District or its agents to request and obtain or inspect any criminal records of any governmental agency, of any jurisdiction, relating to me, including records relating to investigations, arrests or convictions. Upon request, I agree to provide any information required in connection with such an investigation."

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Nondiscrimination Statement  
Southwest Livingston County R-I School District

It is the policy of the Southwest Livingston County R-I School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in employment, educational programs and activities or admissions and provides equal access to the Boys Scouts and other designated youth groups as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries or complaints concerning the Southwest Livingston County R-I School District's compliance with the regulations implementing Title II, Title VI, Title VII, Title IX, Section 504 or the American with Disabilities Act (ADA) may be directed to: Superintendent's Office, Southwest Livingston County R-I School District, 4944 Hwy DD, Ludlow, Missouri, 64656. (660-738-4433)

### EDUCATIONAL TRAINING

Schools Attended	Diploma/Degree Earned

### WORK EXPERIENCE

List work experience of the past ten years beginning with the most recent.

Name of Employer	Address	Position Held	Dates Employed		Reason for Leaving
			(Mo./Yr.) From	To	

### SPECIAL SKILLS AND QUALIFICATIONS

List any special skills, experiences or qualifications (including military experience) which may enhance your application:

### REFERENCES

List the name, address and phone number of at least three references:

Name	Address	Telephone

Indicate any other information, that you think, may be helpful to your application. Use additional paper if needed.

## 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 notification<sup>1</sup> 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.

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.<sup>3</sup>

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.)

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> 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).