

**Brentwood School District**  
 "Preparing All Students for the Future"  
 1201 Hanley Industrial Court, Brentwood, MO 63144  
 Phone: 314-962-4507  
 Fax: 314-962-7302

**EMPLOYMENT APPLICATION FOR SUPPORT STAFF PERSONNEL**

Please provide all pertinent information requested. Incomplete applications are not eligible for consideration.

Brentwood School District considers applicants for all positions without regard to race, color, religion, sex, age, national origin, ancestry, pregnancy, veterans' status, handicap or disability (with or without reasonable accommodation if requested) which does not interfere with the performance of essential job functions, or any other legally protected status. If you have a disability or handicap which may require accommodation for you to participate in our application process (including filling out this form, interviewing or any other pre-employment procedure or requirement), please make us aware of any accommodation you feel is necessary before attempting to complete such procedure or requirement.

**PERSONAL INFORMATION**

**Name** \_\_\_\_\_  
 Last First Middle Social Security No. Application Date

**Address** \_\_\_\_\_  
 Street City State Zip Code Telephone No.

**Reference:** who referred you to the Brentwood School District? \_\_\_\_\_

For what position are you applying? \_\_\_\_\_

Date available for employment \_\_\_\_\_ Do you have a Missouri Teaching Certificate? \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Circle highest level attained	High School	9	10	11	12
	Community College	1	2	3	
	Four-Year College	1	2	3	4 5 or more

Special training \_\_\_\_\_

Last school attended \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country? Yes No  
 If yes, because of VISA or Immigration Status? Yes No

Do you understand that proof of citizenship or lawful immigration status will be required upon employment? Yes No

If you have been explained the specific functions of the job for which you are applying or you feel that they are so obvious that you should know them, please answer the following (otherwise leave this question blank): Can you perform all necessary tasks of such job(s) with or without a reasonable accommodation? Yes No

Have you ever been convicted of any felony? Yes No

If yes, explain (do not include traffic violations) \_\_\_\_\_

## EMPLOYMENT RECORD

Company Name	Kind of Business	Dates Employed: From:                      To:
Company Address	Company Telephone No.	Salary Beg                              End:
Your Title	Name of Supervisor	May we Contact? Yes                              No
Describe your duties	Reason for leaving	

Company Name	Kind of Business	Dates Employed: From:                      To:
Company Address	Company Telephone No.	Salary Beg                              End:
Your Title	Name of Supervisor	May we Contact? Yes                              No
Describe your duties	Reason for leaving	

Company Name	Kind of Business	Dates Employed: From:                      To:
Company Address	Company Telephone No.	Salary Beg                              End:
Your Title	Name of Supervisor	May we Contact? Yes                              No
Describe your duties	Reason for leaving	

## REFERENCES

<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>

I hereby certify that the facts set forth in this employment application are true and complete and if employed understand that any false information in this application will be sufficient grounds for termination without notice. I further agree that all rules, orders and regulations of the Brentwood Board of Education affecting my employment shall constitute a part of my employment. My signature authorizes the Brentwood Board of Education to obtain and review my previous employment and educational records and to contact my former employers, schools, and references to obtain from their information relevant to my possible employment by the District. I understand that three months after the date below, this application will be placed in the inactive file and that it may be renewed upon my request.

I fully understand that my employment with the Brentwood School District is contingent upon the satisfactory outcome of a report from the Missouri Division of Family Services and the Missouri Highway Patrol or other authorized police agency acceptable to the Board of Education.

I further recognize that I must complete all documents required to ensure timely receipt by the Brentwood School District of a criminal records history by the Missouri Highway Patrol (or other authorized agency) and a child/neglect history by the Division of Family Services.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_