



**RICHTON SCHOOL DISTRICT
APPLICATION FOR EMPLOYMENT**

701 Elm Avenue, Post Office Box 568
Richton, MS 39476
601-788-6581 Fax: 601-788-9391
Clay Anglin, Superintendent

Please include the following with your completed application:

- **Copies of all college transcripts**
- **A copy of your Mississippi Educator License**
- **A resume with references contact information**

**THE RICHTON SCHOOL DISTRICT BORAD OF EDCUATION
DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE,
COLOR, RELIGION, AGE, OR NATIONAL ORIGIN AND IS IN
COMPLIANCE WITH TITLE IX DIRECTIVES.**

**Richton School District an Equal Opportunity/Affirmative
Action/Veteran's Preference Employer**

APPLICANT INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apt./Unit #

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

SSN: _____ Date Available: _____ Desired Salary: _____

Position(s) Applied For: _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S? Yes No
☐ ☐ ☐ ☐

Have you ever worked for this school district before? Yes No If yes, when? _____
☐ ☐

Have you ever been convicted of a felony? Yes No
☐ ☐

If yes, please attach a written narrative explaining the details surrounding your arrest and conviction.

EDUCATION

High School: _____ City/State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____
☐ ☐

College: _____ City/State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____
☐ ☐

Other: _____ City/State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____
☐ ☐

PREVIOUS EMPLOYMENT

Company/School: _____ Phone #: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

May we contact this employer as a reference? _____

Company/School: _____ Phone #: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

May we contact this employer as a reference? _____

Company/School: _____ Phone #: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

May we contact this employer as a reference? _____

IF YOU HAVE NOT BEEN PREVIOUSLY EMPLOYED IN A TEACHING POSITION FOR AT LEAST 2 YEARS, PLEASE COMPLETE THE FOLLOWING:

STUDENT TEACHING/PRACTICUM EXPERIENCE

Name of School: _____ Phone #: _____

Address: _____

Grade Level/Subjects Taught: _____

College Supervisor: _____ Teacher Supervisor: _____

Name of School: _____ Phone #: _____

Address: _____

Grade Level/Subjects Taught: _____

College Supervisor: _____ Teacher Supervisor: _____

REFERENCES

Please include at least four (4) references. References should include superintendents, principals, assistant principals, supervisory teachers, or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include administration from the two most recent schools in which employed. If any person(s) listed should not be contacted at the present time, please indicate when contact can be made.

Name: _____

Address: _____

Phone #: _____ Job Title: _____

May we contact now? _____ If not, at what date may we contact? _____

Name: _____

Address: _____

Phone #: _____ Job Title: _____

May we contact now? _____ If not, at what date may we contact? _____

Name: _____

Address: _____

Phone #: _____ Job Title: _____

May we contact now? _____ If not, at what date may we contact? _____

Name: _____

Address: _____

Phone #: _____ Job Title: _____

May we contact now? _____ If not, at what date may we contact? _____

OTHER QUALIFICATIONS

Please summarize any other special job-related skills or qualifications acquired from previous employment or other experiences (including military service) and/or state any additional information you feel may be helpful in considering your application.

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "YES" to any questions, you must list ALL offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense DOES NOT prohibit employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offenses include felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

YOU MAY OMIT: Minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

- | | | |
|--|------------------------------|-----------------------------|
| 1. Were you ever convicted of a criminal offense? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Are you currently under charges for a criminal offense? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Have you ever forfeited bond or collateral in connection with a criminal offense? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Within the last ten years, have you been fired/non-renewed from a job for any reason? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Within the last ten years, have you quit a job after being notified that you would be fired/non-renewed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Have you ever been professionally disciplined in any state?
*Professional discipline means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commissions of state government. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Are you subject to any visa or immigration status, which would prevent lawful employment? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

NOTE: If you answered "YES" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

Have you ever been denied a teaching license or had your license suspended, or revoked by another state?

Yes: _____ No: _____

If yes, please explain:

Are you currently addicted to or dependent on alcohol or any other habit forming drug? Yes: _____ No: _____
No

Are you in good health? Yes _____ No _____

CERTIFICATION AND RELEASE OF AUTHROIZATION

I certify that all of the statements made by me are true and complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of my information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) termination my employment. If employed, I agree to abide by rules and regulations set forth by the Richton School District as necessary to the proper conduct of its business.

Signature of Applicant: _____

Date: _____

Applicants must submit a valid Mississippi Educator License, a copy of transcripts, and a resume along with this application.

We consider applicants for all positions without regard to race, color, religion, creed, national origin, age, and disability or marital status.

An Equal Opportunity/Affirmative Action/Veteran's Preference Employer