

**Bronaugh R-VII School District**

527 E. 6<sup>th</sup> St.  
Bronaugh, MO 64728  
Ph. 417-922-3211 / Fax 417-922-3308

Dear applicant, please fill out all sections below and attach the necessary files.

Any individual who is hired must register online for fingerprinting through the State Highway Patrol's Missouri Automated Criminal History Site (MACHS). The registration site is located at [www.machs.mo.gov](http://www.machs.mo.gov). The four-digit registration code is 2300. This service will be available following an interview with school administrators. This service must be paid for by the individual. The Bronaugh School will reimburse this expense after 60 days of employment with the district.

Your application will be come active once all of the above information has been received. Your application will remain active for 30 days after the position is filled. Please call the Superintendent's Office at (417) 922-3211 if you have any questions about the application process.

The Bronaugh R-VII School District considers applicants for all positions without regard to race, color, religion, sex, national origin or disability. If you have a disability or handicap which may require accommodation for you to participate in our application process (including fill out this form, interviewing or any other pre-employment procedure or requirement), please make us aware of any accommodation you feel is necessary. 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, Jordan Dickey, Superintendent at 417-922-3211 or [jdickey@bronaugh.k12.mo.us](mailto:jdickey@bronaugh.k12.mo.us).

**Name:** \_\_\_\_\_

**Other names that might appear on records:** \_\_\_\_\_

**Position for which you are applying:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Permanent Address (if different):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date available for employment:** \_\_\_\_\_

**List Certifications:** \_\_\_\_\_

**Relevant information regarding certifications:** \_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested for, charged with or convicted of a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100). \_\_\_\_\_

Have you ever pleaded guilty or no contest to a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100).  
\_\_\_\_\_

Has the Missouri Department of Social Services or a similar agency in any other state or jurisdiction ever issued a determination or finding of cause or reason to believe or suspect that you have engaged in physical, emotional, psychological or sexual abuse or neglect of a child? \_\_\_\_\_

If the answer to any of the previous questions was “yes”, please explain below: \_\_\_\_\_

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**Relevant Experience:** *(if you need more room, attach a page)*

District	Position	Years of Employment

**References:**

Name	Relationship	Contact Information

Briefly explain how you learned about this position and why you want to join the team at Bronaugh R-VII? \_\_\_\_\_

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**Application checklist and required documents:**

- Completed application
- Cover letter
- Resume
- Three letters of recommendation
  
- **Applications can be emailed to current superintendent, Jordan Dickey. [jdickey@bronaugh.k12.mo.us](mailto:jdickey@bronaugh.k12.mo.us)**
- **You may mail your application but please email Mrs. Dickey and indicate it will be arriving via that method.**
- **Please call with any questions regarding the position and application process.**

**Read carefully before signing:**

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 Child Abuse/Neglect Registry 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.
  
- 4) I understand that this application will be considered active for 30 days after the position is filled. I understand that if I wish my candidacy to remain open after that date, I must submit another application.
  
- 5) No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. The administration may also conduct random background checks after employment.

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

\_\_\_\_\_  
Date

*For internal use only:*

\_\_\_\_\_  
Date received

Complete? \_\_\_\_\_

References: \_\_\_\_\_

Interview: \_\_\_\_\_