

**Leesville R-IX School**

Brian Wishard, Superintendent  
 823 SE Highway 7  
 Clinton, MO 64735

Telephone 660-477-3406  
 Fax 660-477-9362

**Substitute Application for Employment**

First Name:	Last Name:	Middle:	Social Security #:
Address:	City, State:	Zip:	Date:
Phone #:	Cell #:	Email Address:	

Position Applied for:	Highest Level of Degree:
-----------------------	--------------------------

**Certification:**

Subject or Service	Grade Level:	Effective Date:	Expiration Date:	Status:

Are you a retired teacher?  Yes  No

**Education History:**

High School / College:	Graduation Date:	Hours:	Major:

**Employment History:**

Name of Employer:	Position:	Dates:	Reason for Leaving:

**References:**

Name:	Position/Compnay:	Phone:	Relationship:

Are you a United States Citizen?  Yes  No  
If no, are you authorized to work in the US?  Yes  No

\_\_\_\_\_ Effective January 1, 2009, our district participates in the "E-Verify" Program. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. My initials certify that I understand that proof of citizenship must be provided within three (3) days of employment using the Federal I-9 form provided.

Have you been convicted of a felony?  Yes  No  
If yes, please explain. \_\_\_\_\_

\_\_\_\_\_ The Leesville School requires a fingerprint background check on all newly hired employees. My initials certify that I understand it will be my responsibility to obtain this information within an acceptable time frame if employment results from this application and must be completed prior to beginning employment. I further agree that if I am unable to obtain or receive an unacceptable background check that it could result in termination of employment.

#### 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.<sup>2</sup>

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).

**I ATTEST THAT ALL THE INFORMATION ON THIS APPLICATION IS TRUE AND I REALIZE ANY FALSEHOOD COULD LEAD TO DISMISSAL.**

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_