**APPLICATION FOR EMPLOYMENT**

**Missouri State High School Activities Association**

**P.O. Box 1328, Columbia, MO 65205-1328; Phone - 573/875-4880; Fax 573/875-2379**

**Provide all information requested by printing CLEARLY in ink or by typing.**

# GENERAL INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Name (Last)** | **(First)** | **(Middle)\*** | **Date of Birth\*** |
| Address (Mailing Address)  | **(City)**  | (State) | (Zip) | **Preferred Telephone**( ) -  |
| **E-Mail Address** | **What times would be the best times to reach you by telephone? List 2.****1) 2)**  |
| Where did you first hear about this job? [ ] NCAA Marketplace [ ]  Indeed.com [ ]  Handshake [ ]  MSHSAA website [ ]  Word of Mouth [ ] Other | Are you legally entitled to work in the U.S.? [ ]  Yes [ ]  No |

# \* Middle name and date of birth are required for background check

# POSITION

|  |  |  |
| --- | --- | --- |
| For which posted position are you applying?  | **Will Accept:**[ ]  Part-Time[ ]  Full-Time[ ]  Temporary |  |
| Are you able to perform the essential functions of the job you are applying for with reasonable accommodations? [ ]  Yes [ ]  No |
| **Accommodations needed (please list if any are required):** | **Date Available:** |

# EDUCATION AND TRAINING

|  |
| --- |
| Name of High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_High School Graduate? [ ]  Yes [ ]  No If no, list the highest grade completed: \_\_\_\_\_\_ Year of Graduation: \_\_\_\_\_\_\_\_\_\_\_Interscholastic Activities in which you participated in HS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any special honors or recognition received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **College, Business School, Military, Post-Graduate Studies (if any)**  **(Most recent first)** |
| Name and Location | Dates AttendedMonth/Year | Graduate | Degree& Year | Major or Subject |
|
|  | From  | [ ]  Yes[ ]  No |  |  |
| To  |  |
|  | From  | [ ]  Yes[ ]  No |  |  |
| To  |  |
|  | From  | [ ]  Yes[ ]  No |  |  |
| To  |  |
|  | From  | [ ]  Yes[ ]  No |  |  |
| To  |  |

**COMPUTER APPLICATIONS (Please check the level that describes your skill)**

**General Computer Skills [ ]  Unable [ ]  Average [ ]  Good [ ]  Superior**

**Microsoft Word [ ]  Unfamiliar [ ]  Average [ ]  Good [ ]  Superior**

**Microsoft Excel [ ]  Unfamiliar [ ]  Average [ ]  Good [ ]  Superior**

**Microsoft Publisher [ ]  Unfamiliar [ ]  Average [ ]  Good [ ]  Superior**

**Microsoft PowerPoint [ ]  Unfamiliar [ ]  Average [ ]  Good [ ]  Superior**

**Adobe InDesign / Illustrator / Photoshop [ ]  Unfamiliar [ ]  Average [ ]  Good [ ]  Superior**

**Website Creation / Publishing [ ]  Unfamiliar [ ]  Done some [ ]  Experienced**

**MSHSAA Website – as public user? [ ]  Unfamiliar [ ]  Familiar**

**CLERICAL & TECHNICAL SKILLS (Please check the level that describes your skill)**

**Typing Skills: WPM: \_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Unable [ ]  Average [ ]  Good [ ]  Superior**

**Fax Machine [ ]  Unfamiliar [ ]  Average [ ]  Good [ ]  Superior**

**Copy Machine [ ]  Unfamiliar [ ]  Average [ ]  Good [ ]  Superior**

**Multiline Corporate Phone System [ ]  Unfamiliar [ ]  Average [ ]  Good [ ]  Superior**

**WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)**

|  |  |  |
| --- | --- | --- |
| **Employer**   | **Telephone Number** ( ) -  | **From (Month/Year)** |
| **Address**  |
| **Job Title**   | **To (Month/Year)** |
| **Specific Duties**  |
| **Hours Per Week** |
|
| **Last Salary** |
|
| **Supervisor** |
|
| **Reason For Leaving**  | **May We Contact This Employer?**  [ ]  Yes [ ]  No |
| **Employer**   | **Telephone Number** ( ) -  | **From (Month/Year)** |
| **Address**  |
| **Job Title**   | **To (Month/Year)** |
| **Specific Duties**  |
| **Hours Per Week** |
|
| **Last Salary** |
|
| **Supervisor** |
|
| **Reason For Leaving**  | **May We Contact This Employer?**  [ ]  Yes [ ]  No |
| **Employer**   | **Telephone Number** ( ) -  | **From (Month/Year)** |
| **Address**  |
| **Job Title**   | **To (Month/Year)** |
| **Specific Duties**  |
| **Hours Per Week** |
|
| **Last Salary** |
|
| **Supervisor** |
|
| **Reason For Leaving**  | **May We Contact This Employer?**  [ ]  Yes [ ]  No |
| **Employer**   | **Telephone Number** ( ) -  | **From (Month/Year)** |
| **Address**  |
| **Job Title**   | **To (Month/Year)** |
| **Specific Duties**  |
| **Hours Per Week** |
|
| **Last Salary** |
|
| **Supervisor** |
|
| **Reason For Leaving**  | **May We Contact This Employer?**  [ ]  Yes [ ]  No |

***MSHSAA is an Equal Opportunity Employer. All persons are encouraged to apply.***

**SPECIAL SKILLS** **(List any pertinent skills and/or knowledge that could assist this employer)**

|  |
| --- |
|  |

**EMPLOYMENT REFERENCES (Give the name, address and telephone number of three work references)**

|  |  |  |
| --- | --- | --- |
| **Name:****Address:****Phone:****Title and Connection to Applicant:** | **Name:****Address:****Phone:****Title and Connection to Applicant:** | **Name:****Address:****Phone:****Title and Connection to Applicant:** |

**CERTIFICATION OF ACCURACY:**

**I certify the information contained in this application is true, correct, and complete. To determine my qualifications for employment I authorize MSHSAA to conduct an investigation of my application. I understand that any false or misleading information furnished by me on this application form or in connection with my application for employment may result in rejection of the application, or if employed by MSHSAA, in the termination of employment. I understand that employment is subject to the results of a criminal background check. Middle name and date of birth (on page 1) are required for background check.**

### Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date\_\_\_\_\_\_\_\_\_\_\_

**No electronic submissions, please.**

**Please return by mail or in person to:**

**MSHSAA Office – Position Opening**

**Attn: Stacy Schroeder**

**P.O. Box 1328**

**Columbia, MO 65205-1328**

MSHSAA Use:

7/2021