

OZARK R-VI SCHOOL DISTRICT
PERSONAL DATA SHEET

Please complete and return to Human Resources Department at the District Office.

NAME: _____ BIRTHDATE: _____

ADDRESS: _____ CITY: _____ STATE: ___ ZIP: _____

GENDER ___ MALE ___ FEMALE SOCIAL SECURITY #: _____

MARITAL STATUS ___ SINGLE ___ MARRIED SPOUSE: _____

HOME PHONE: _____ UNLISTED: ___ YES ___ NO CELL PHONE: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT NAME: _____ PHONE: _____

ARE YOU A CERTIFIED TEACHER IN THE STATE OF MISSOURI? ___ YES ___ NO

IT IS IMPERATIVE THAT YOU INDICATE OR NOTIFY HUMAN RESOURCES IF YOU WILL BECOME CERTIFICATED WITH A VALID MISSOURI TEACHING CERTIFICATE DURING THE SCHOOL YEAR.

PLEASE INDICATE CERTIFICATION _____
**It is very important that you always notify Human Resources of any change in your certification status!*

ARE YOU CURRENTLY WORKING IN ANOTHER SCHOOL DISTRICT? ___ YES ___ NO

IF YES, NAME OTHER DISTRICT: _____

ARE YOU RETIRED FROM THE PUBLIC SCHOOL RETIREMENT SYSTEM IN MISSOURI? ___ YES ___ NO

ARE YOU RETIRED FROM THE NON-TEACHER RETIREMENT SYSTEM IN MISSOURI? ___ YES ___ NO

NOTE: IF YOU ARE RETIRED FROM THE PUBLIC SCHOOL RETIREMENT SYSTEM IN MISSOURI AND YOU WORK FOR THE OZARK R-VI SCHOOL DISTRICT, FULL SOCIAL SECURITY MUST BE WITHHELD BEGINNING JULY 1, 2010. CERTIFIED AND NON-CERTIFIED RETIREES WILL BE ALLOWED TO WORK 550 HOURS PER YEAR. IF YOU EXCEED 550 HOURS, YOUR RETIREMENT WILL BE AFFECTED. IT IS THE RESPONSIBILITY OF THE EMPLOYEE AND EMPLOYER TO KEEP TRACK OF THESE HOURS.

PLEASE KEEP THIS INFORMATION UPDATED AND NOTIFY HUMAN RESOURCES AT 417-582-5968 OF ANY CHANGES.