

PERSONNEL SERVICES

Employment

**Employment Application - Certificated Staff
APPLICATION FOR A CERTIFICATED POSITION**

Glenwood R-VIII Schools 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 filling 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 Denny Melvin at 417-256-4849. All applicants are expected to answer all questions on this application. Answer "none" or "not applicable" where necessary.

Date _____

Last Name First Name Middle Name

Other names that may appear on your transcripts or records:

Social Security Number _____

Current
Address _____
Street City State Zip

Current Phone _____

Permanent Address

Street City State Zip

Permanent Phone _____

Date Available _____

Certification: Type _____ (Life, PC1, Etc.)

Other _____

State(s) _____ Subject(s)

Grade Level(s) _____

Expiration date(s) _____

Other information regarding your Certification and/or certification status:

Position(s) for which you are applying:

Subject(s)

Grade Level(s)

Are you available for substitute teaching? _____

Paraprofessional? _____

Extra duty positions you may be interested in sponsoring or coaching:

Educational Preparation:

	Name and Location	Dates of Attendance	Name of Degree	Major	Overall GPA
High School		N/A	N/A	N/A	N/A
Colleges/ Universities					

Teaching Experience (If none, list student teaching experience):

District Name & Location	Position	Dates of Employment	Number of Years	Supervisor	Phone

Other Work Experience:

Employer Name & Location	Position	Dates of Employment	Number of Years	Supervisor	Phone

Employment Questions:

1. Have you ever been arrested for, or 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 \$100.00)

2. 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 \$100.00)

3. Has the Missouri Division of Family 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?

4. Have you ever failed to be re-employed by an educational institution?

If the answer to any of the foregoing questions is "yes" please explain; use a separate sheet if necessary:

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 Missouri Division of Family Services 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 through August. I understand that if I wish my candidacy to remain open after that date I must submit another application.

Signature _____

Date _____

Do Not Write Below This Line - For Administrative Use Only

Date received: Application _____ Credentials _____

Transcripts _____

Date interviewed: _____ Interviewed by: _____

_____ Date and time: Applicant notified _____

_____ Date and time: Applicant accepted _____

_____ Position offered: _____

_____ Salary step and level: _____

APPLICANT QUESTIONS

Name: _____ Social Security # _____

_____ Please respond to the following questions in your own handwriting.

1. Why have you chosen teaching as your profession?

2. What student outcomes would you strive for as a teacher?

3. Write a brief autobiography focusing on the important people and events in your life.

Applicant Notice: Certificated Position

Glenwood R-VIII School District
10286 State Route 17
West Plains, MO 65775
(417) 256-4849 Fax (417) 267-2567

Dear Applicant:

Thank you for your interest in applying for a teaching position with the Glenwood R-VIII School District. We ask that the following items be addressed as a part of the application process:

1. Complete the enclosed teacher application form.
2. Enclose a copy of your latest transcript(s) with the application. An official copy of your transcript(s) will be required if you are employed.
3. Enclose a copy of your Missouri teaching certificate or verification of eligibility for a Missouri teaching certificate.
4. Request your placement file be sent to us, or enclose 4 to 5 recent letters of recommendation.
5. The form for the FBI/Highway Patrol Background check and fingerprinting has been included. There is also information included about the DESE Educator Online Certification System. Please complete the fingerprinting and background check and go online to dese.mo.gov to start the online certification process.

Your application will become active once all of the above information has been received. Your application will remain active until August at which time you must resubmit a new application. Please call the Front Business Office at (417) 256-4849 if you have any questions about the application process.

Thank you again for your interest and we will be looking forward to receiving your application.

Sincerely,

Denny Melvin, Principal

Enclosures

Help Guide for New Online Certification System

In an effort to streamline the certification process and provide more efficient and expedient service to Missouri educators, the certification application process and database are moving to a web-based application. All certification requests will be made through the online system. The new system will be available in June at the following website:

<http://dese.mo.gov/divteachqual/teachcert/forms.html>

To access the new system, you will first be required to **create a user ID and password**. It is extremely important that you remember the user ID and password you created. These will be used to access your certification record and all future applications you wish to submit to the Department.

NOTE: You should create only one user ID. Creation of multiple user ID's will lock the system and you will be unable to access your profile page and certification record.

You will access the webpage to create your user ID and password at the following website:

<https://k12apps.dese.mo.gov/webLogin/login.aspx>

After you have your user ID and password established, you will need to click on the link entitled "Licensure Request Access." Once you have requested access as an Educator (after you have done this once, you will not be asked to do it again), then you will click on the "Licensure" link to enter the Certification System and can now create a "profile."

You should now be in the new Certification System where you can access your records and apply for a Missouri certificate. By completing the online profile AND an application, you will be able to access your certificate within a few weeks. The new system will also show the status of your background clearance and Praxis scores.

You may always access your certification account by choosing "DESE Web Applications" at the [DESE Homepage](#) or at [DESE Educator Certification](#). As you complete your online profile and application, you will take the following steps:

Profile Page

Once you have entered your information on the Profile page, you will then need to click the "Save Profile" button.

You should use your proper/legal name that matches the name on your transcript. You may also add former names.

If you enter an incorrect name, social security number, date of birth or gender, you must contact DESE to correct this information. You may contact Educator Certification at 573.751.0051 or certification@dese.mo.gov

Next you will complete your contact information.

You will only be able to update and revise your contact information on the

profile.

Education—Please click on the link to the left in the menu.

You may select the colleges and universities you have attended.

If you send transcripts in, the address is listed. Please make sure to include your educator ID with the documents (you can do this by writing the number on your paperwork or print this screen and attach it.)

New Applications—Links to all available applications are to the left in the menu.

You may select the application which corresponds to the type of certificate for which you are applying.

Conduct and Investigations

Please answer the conduct questions on the application truthfully.

Sign & Submit

Read this carefully before electronically signing. This provides DESE with information and gives them permission to investigate.

Additional Information Available on the Profile Page

Click on the gray bars to view the status of your fingerprints, Praxis II scores, and the status of any application you have submitted.

School districts will also be able to view your fingerprint status, as well as any Praxis II tests that you have taken.

Printing Your Missouri Teaching Certificate

With this online system, you will **not** be mailed a paper certificate. You will be able access your certificate electronically and print your own certificate.

When your certificate is issued, you will click to the left of your profile page on the “Certificate Status” link. This link is where you will view and print your Missouri Certificate.

To complete a criminal history check and clearance, you will need to schedule an appointment with L-1 Enrollment Services at <http://www.L1enrollment.com> or call toll-free at (866) 522-7067.

You will need to provide the following information:

ORI number: MO920320Z

OCA code: 999999-(or the OCA of the school district)

Educator Identifier: (E) Educator or (S) Substitute

Fingerprints captured electronically are more accurate and the results can be expected within three weeks. The cost of electronic fingerprinting with L-1 Enrollment is \$52.20. The results of the fingerprints are valid for one year after the clearance date.

You can find more information on the fingerprint process at the following website:

<http://www.dese.mo.gov/divteachqual/teachcert/bcindex.html>

If you have additional questions, please contact certification@dese.mo.gov.