

**APPLICATION FOR CERTIFIED EMPLOYMENT**  
**Arcadia Valley R-II Schools**  
**750 Park Drive**  
**Ironton, Missouri 63650**

\_\_\_\_\_  
 SOCIAL SECURITY NUMBER

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 LAST NAME                                      FIRST                                      MIDDLE

PRESENT ADDRESS

\_\_\_\_\_  
 STREET ADDRESS                                      CITY                                      STATE                                      ZIP CODE                                      PHONE NUMBER

PERMANENT ADDRESS

\_\_\_\_\_  
 STREET ADDRESS                                      CITY                                      STATE                                      ZIP CODE                                      PHONE NUMBER

CONTACT PERSON

\_\_\_\_\_  
 NAME                                      ADDRESS                                      PHONE NUMBER

<b>POSITION(S) DESIRED</b>		<b>SUBJECTS QUALIFIED TO TEACH</b>
ELEMENTARY	GRADES:	
MIDDLE SCHOOL	SUBJECT:	
HIGH SCHOOL	SUBJECT:	
OTHER POSITION:		

RECORD OF PROFESSIONAL TRAINING				
H.S./COLLEGE/UNIVERSITY	DATES	DEGREE	MAJOR	MINOR/2ND MAJOR

TOTAL SEMESTER HOURS COLLEGE CREDIT?	UNDERGRADUATE	GRADUATE
HAVE TRANSCRIPTS BEEN SENT TO SUPERINTENDENT'S OFFICE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
DO YOU HOLD, OR ARE YOU ELIGIBLE FOR, A MISSOURI TEACHING CERTIFICATE?		
AREA OF CERTIFICATION		
TYPE OF CERTIFICATION		
WHERE DID YOU DO YOUR STUDENT TEACHING? (1 <sup>st</sup> -2 <sup>nd</sup> year teachers)		

<b>TEACHING EXPERIENCE</b>				
<b>NAME/ADDRESS OF SCHOOL</b>	<b>PHONE</b>	<b>DATES</b>	<b>NO. YEARS EMPLOYED</b>	<b>SUBJECTS TAUGHT, LEVELS, ETC</b>

<b>WORK EXPERIENCE OTHER THAN TEACHING</b>				
<b>EMPLOYER/ADDRESS</b>	<b>PHONE</b>	<b>TYPE OF WORK (FULL/PART TIME)</b>	<b>FROM</b>	<b>TO</b>

<b>LIST MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS</b>	
<b>LIST EXTRA-DUTY ASSIGNMENTS YOU WOULD BE INTERESTED IN SPONSORING</b>	
<b>EXTRA-CURRICULAR ACTIVITIES OF SPECIAL INTEREST TO YOU</b>	
<b>LIST COLLEGE ACTIVITIES ENGAGED IN AND HONORS RECEIVED IN HIGH SCHOOL, COLLEGE, CIVIC CLUBS, AND OTHER ORGANIZATIONS</b>	
<b>LIST MEMBERSHIPS IN CIVIL OR FRATERNAL ORGANIZATIONS</b>	
<b>GIVE A BRIEF STATEMENT OF INTERESTS OR USE OF LEISURE TIME</b>	

**REFERENCES**

**LIST AT LEAST 3 REFERENCES WHO CAN SPEAK FOR YOUR PROFESSIONAL COMPETENCE, PERSONALITY, AND CHARACTER**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>POSITION</b>

(INCLUDE WRITTEN TESTIMONIALS IF YOU DESIRE)

**DESCRIBE YOUR PHILOSOPHY OF EDUCATION AND TEACHING**

**WHY DID YOU CHOOSE TEACHING AS A PROFESSION?**

**USE THE SPACE BELOW FOR A BRIEF AUTOBIOGRAPHY. PLEASE COMPLETE THIS SECTION IN YOUR OWN HANDWRITING.**

**CRIMINAL RECORD AND CHILD ABUSE / NEGLECT REPORT**

EMPLOYMENT WITH THE DISTRICT IS CONTINGENT UPON SATISFACTORY COMPLETION OF A CRIMINAL AND CHILD ABUSE/NEGLECT CHECK. AN UNSATISFACTORY REPORT SHALL CONSTITUTE CAUSE FOR REJECTION OF AN APPLICATION OR IMMEDIATE TERMINATION, AS MAY BE APPROPRIATE. ALTHOUGH THE EXISTENCE OF A CONVICTION ALONE MAY NOT CONSTITUTE AN UNSATISFACTORY REPORT, THE DISTRICT HAS A COMPELLING INTEREST IN THE SAFETY AND WELFARE OF ITS STUDENTS. THEREFORE, THE DISTRICT IS PERMITTED BY LAW, AND HAS AN OBLIGATION, TO REQUEST CRIMINAL AND CHILD ABUSE/NEGLECT INFORMATION AND OFFICIAL RECORDS. APPLICANTS AND EMPLOYEES MUST REPORT ANY CONVICTIONS THAT OCCUR SUBSEQUENT TO THE TIME THEY INITIALLY COMPLETE THIS FORM. QUESTIONS REGARDING THIS INFORMATION SHOULD BE DIRECTED TO THE SUPERINTENDENT. *PLEASE READ CAREFULLY AND ANSWER EVERY QUESTION.*

1. HAVE YOU EVER BEEN CONVICTED OF A FELONY, MISDEMEANOR, OR ORDINANCE VIOLATION?  YES  NO  
(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 PLEAD GUILTY OR NOLO CONTENDERE (NO CONTEST) TO A FELONY, MISDEMEANOR, OR ORDINANCE VIOLATION?  YES  NO  
(EXCLUDE TRAFFIC OFFENSES FOR WHICH YOU WERE NOT SENTENCED TO JAIL OR FOR WHICH THE FINE WAS LESS THAN \$100.00)
3. HAVE YOU EVER RECEIVED A SUSPENDED IMPOSITION OR SENTENCE?  YES  NO
4. ARE YOU CURRENTLY ON PAROLE OR PROBATION?  YES  NO
5. HAS THE MISSOURI DEPARTMENT 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 HAD ENGAGED IN THE PHYSICAL, EMOTIONAL, PSYCHOLOGICAL OR SEXUAL ABUSE OR NEGLECT OF A CHILD?  YES  NO

IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN BELOW. (\*CONVICTION MEANS THE FINAL JUDGMENT ON A VERDICT OR A FINDING OF GUILTY, OR A PLEA OF NOLO CONTENDERE, IN ANY STATE OR FEDERAL COURT OF COMPETENT JURISDICTION IN A CRIMINAL CASE, REGARDLESS OF WHETHER AN APPEAL IS PENDING OR COULD BE TAKEN.

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**AN EQUAL OPPORTUNITY EMPLOYER**

THE ARCADIA VALLEY R-II SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, ORIGIN, SEX, AGE, OR HANDICAP DISABILITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES. IF YOU HAVE ANY INQUIRIES OR COMPLAINTS CONCERNING THE APPLICATION OF ARCADIA VALLEY R-II'S POLICY OF DISCRIMINATION, ADDRESS INQUIRES TO THE ADMINISTRATIVE ASSISTANT OF THE ARCADIA VALLEY R-II SCHOOL DISTRICT, 750 PARK DRIVE, IRONTON, MO 63650 OR CALL (573) 546-9700, EXT. 5 FOR THE DISTRICT COORDINATOR OF TITLE IX AND SECTION 504

APPLICATIONS SUBMITTED FROM THE PREVIOUS YEAR BECOME INACTIVE IN JANUARY OF THE CURRENT YEAR UNLESS SUBMITTED ON OR AFTER OCTOBER 1 OF THE PREVIOUS YEAR. APPLICATIONS SUBMITTED ON OR AFTER OCTOBER 1, BUT ON OR BEFORE DECEMBER 31 OF THE PREVIOUS YEAR WILL REMAIN ACTIVE THROUGH DECEMBER 31 OF THE CURRENT YEAR.

MY SIGNATURE BELOW AUTHORIZES THE SCHOOL DISTRICT TO CONDUCT AN INVESTIGATION OF MY PERSONAL OR EMPLOYMENT HISTORY AND AUTHORIZES MY CURRENT AND ANY FORMER EMPLOYER OR ANY PERSON, FIRM, CORPORATION, CREDIT AGENCY OR GOVERNMENT AGENCY TO RELEASE ANY INFORMATION IN CONNECTION WITH MY APPLICATION OF EMPLOYMENT. THIS INVESTIGATION MAY INCLUDE SUCH INFORMATION AS CRIMINAL OR CIVIL CONVICTIONS, DRIVING RECORDS, PERSONAL REFERENCES, PROFESSIONAL REFERENCES, ANY FINDINGS OF CHILD ABUSE OR NEGLECT INVESTIGATION AND ANY OTHER APPROPRIATED INFORMATION INVOLVING ME. THIS RELEASE INCLUDES ANY LAW ENFORCEMENT AGENCIES, CRIMINAL RECORDS AGENCIES, PREVIOUS EMPLOYERS, EDUCATIONAL INSTITUTIONS, MISSOURI OR OTHER STATE DEPARTMENTS OF SOCIAL SERVICE, CHILD PROTECTIVE SERVICES IN ANY LOCALITY TO WHICH THEY MAY REFER. IN CONSIDERATION OF THE SCHOOL DISTRICT'S REVIEW OF THIS APPLICATION, I WAIVE MY RIGHT OF ACCESS TO ANY SUCH INFORMATION, AND WITHOUT LIMITATION HEREBY RELEASE THE SCHOOL DISTRICT AND THE REFERENCE SOURCE FROM ANY LIABILITY IN CONNECTION WITH ITS RELEASE OR USE.

FURTHERMORE, I CERTIFY THAT THE STATEMENTS CONTAINED HEREIN ARE TRUE, CORRECT, AND COMPLETE ANSWERS IN THE KNOWLEDGE THAT THEY MAY BE RELIED UPON IN CONSIDERING MY APPLICATION, AND I UNDERSTAND THAT ANY OMISSION, FALSELY ANSWERED STATEMENT MADE BY ME ON THIS APPLICATION, OR ANY SUPPLEMENT TO IT, WILL BE SUFFICIENT GROUNDS FOR FAILURE TO EMPLOY OR FOR MY DISCHARGE SHOULD I BECOME EMPLOYED WITH THE SCHOOL DISTRICT.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

OFFICE USE ONLY								
BG SCREEN MAILED (DATE)				BG SCREEN SATISFACTORY (DATE)				
DATE CONTACTED	ADM	RE: POSITION	INTERVIEWED			OFFERED POSITION		NOTE
			YES	DATE	NO	YES	NO	