



# Prairie Home R-V Public Schools

301 Hwy 87, P. O. Box 105, Prairie Home, Missouri 65068  
(660)841-5296

## Application Certified Staff Position

\_\_\_\_\_ (Date)

### NOTICE TO APPLICANT:

This application will be placed on file and considered when a vacancy occurs. It must be complete and accurate in every detail. When possible, a personal interview is required prior to appointment. Please include a transcript of college or university credit and request the college to forward confidential papers. You are encouraged to include a resumé with the application.

Application will not be returned, but will remain in the active file for one year and inactive file for an additional year. After two years, a written update must be received. Should you be selected for an interview, you will be notified.

Please return completed application to Prairie Home R-V School District, 301 Hwy 87, P. O. Box 105, Prairie Home, MO 65068.

\_\_\_\_\_  
[LAST NAME] [FIRST NAME] [MIDDLE INITIAL]

Home Address \_\_\_\_\_  
[STREET] [CITY] [STATE] [ZIP CODE] [TEL. NO.]

Work Address \_\_\_\_\_  
[STREET] [CITY] [STATE] [ZIP CODE] [TEL. NO.]

Social Security Number \_\_\_\_\_ Missouri Retirement Membership Number \_\_\_\_\_

Name and address of a person who will always know your address (Do not list husband/wife).

\_\_\_\_\_  
[NAME] [STREET] [CITY] [STATE] [ZIP CODE] [TEL. NO.]

Position Desired \_\_\_\_\_  
[Indicate Grade Level/Subject Areas]

Are you legally authorized to work in the United States on a full-time basis? (check one) Yes \_\_\_\_\_ No \_\_\_\_\_

Are you now under contract? \_\_\_\_\_ If so, date of expiration \_\_\_\_\_

Why do you wish to teach in Prairie Home? \_\_\_\_\_

Have you ever been asked to resign or not been reappointed? (check one) Yes \_\_\_\_\_ No \_\_\_\_\_

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] (check one) Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever plead guilty or nolo contendere (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] (check one) Yes \_\_\_\_\_ No \_\_\_\_\_

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? (check one) Yes \_\_\_\_\_ No \_\_\_\_\_

*If the answer to any of the foregoing questions is "Yes," please explain [Please attach a separate sheet, if necessary]*

Prairie Home R-V School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: the Superintendent of Schools, Prairie Home R-V School District, Prairie Home, Missouri, 65068. Telephone number: 660-841-5296. If you need assistance in completing this application, please request at Superintendent's office.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

**CERTIFICATION**

Do you hold a Missouri Teacher’s Certificate? \_\_\_\_\_ Type of certificate: \_\_\_\_\_  
 [Permanent, Professional or Temporary]

Subjects permanently certified: \_\_\_\_\_  
 [MISSOURI ONLY]

Subjects professionally certified: \_\_\_\_\_  
 [Indicate PC I, II, III or CPC]

Subjects temporarily certified: \_\_\_\_\_  
 [MISSOURI ONLY]

**EDUCATION AND PROFESSIONAL TRAINING**

TYPE OF SCHOOL	NAME OF SCHOOL	MAJOR SUBJECT	SEMESTER HOURS IN MAJOR	DEGREE	DATE	TOTAL SEMESTER HOURS
HIGH SCHOOL						
COLLEGE						
UNIVERSITY						
GRADUATE WORK						
SPECIAL WORK						

Grade Point Average: Undergraduate – Major area of study \_\_\_\_\_ Overall \_\_\_\_\_

Graduate – Major area of study \_\_\_\_\_ Overall \_\_\_\_\_

Last date in school \_\_\_\_\_ Do you plan to continue graduate work? \_\_\_\_\_

What field? \_\_\_\_\_ University/College \_\_\_\_\_

**TEACHING/WORK EXPERIENCE**

DATE	NAME AND ADDRESS OF SCHOOL/BUSINESS	NAME AND TELEPHONE NO. OF IMMEDIATE SUPERVISOR	GRADE OR SUBJECT	NO. TEACHERS IN SYSTEM	SALARY

Total years teaching experience: Elementary \_\_\_\_\_ Junior High \_\_\_\_\_ Senior High \_\_\_\_\_

***Complete the following if you have less than five years’ teaching experience:***

Did you do your observation and student teaching in Elementary School? \_\_\_\_\_  
 [GRADE LEVEL]

Junior High School? \_\_\_\_\_ Senior High School? \_\_\_\_\_  
 [SUBJECT]

Name and Address of school where student teaching was completed \_\_\_\_\_  
 \_\_\_\_\_

Date student teaching was completed: \_\_\_\_\_

Name of supervising teacher: \_\_\_\_\_

## QUESTIONNAIRE

The following questions are a very important part of our screening process. Please reflect upon them carefully and provide handwritten responses.

**1. List your three most important reasons for wanting to be a teacher.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**2. List three important qualities you feel a teacher should possess.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**3. List three things you want to know about your students.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**4. What do you need to know in order to begin your lesson planning for a class?**

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**5. List four key components you believe must be included in a lesson plan.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**6. What major ways do you want to influence the lives of students?**

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**7. What two core teaching strategies do you use to achieve this result?**

1. \_\_\_\_\_
2. \_\_\_\_\_

**GENERAL PROFESSIONAL GROWTH**

What professional magazines do you read and consider most helpful? \_\_\_\_\_

What professional or collegiate honors/awards have you received? \_\_\_\_\_

**ACTIVITIES**

Are you willing to sponsor extracurricular activities? \_\_\_\_\_

If so, what activities? \_\_\_\_\_

**REFERENCES**

List names and addresses of three persons – do not include relatives. [Include your most recent employer].

NAME/PHONE	ADDRESS	POSITION

If you have confidential papers with a committee, bureau or college, give name, address and telephone number.

\_\_\_\_\_  
\_\_\_\_\_

Further information that may strengthen your application [include as attachment]

**STATEMENT:**

Applicant understands that employment with the district is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, as may be appropriate. Although the existence of an arrest, charge, plea, conviction, and/or sentence 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 for each applicant and employee, and to act in accordance with such information and official records. Applicants and employees must report any arrests, charges, pleas, convictions and/or sentences that occur after they complete this form.

Applicant certifies that he/she has read each question carefully and that every answer is accurate and complete. Applicant understands that any false, inaccurate, or misleading answer will be grounds for refusal to hire, or if applicant has been hired, for termination.

By signing this form, applicant consents to the district contacting (1) the references provided on this application, and (2) any and all former employers, irrespective of whether such employers are identified herein. Applicant further consents to the release of any and all information that may be relevant to employment by the district by such references and/or former employers.

Questions regarding this information should be directed to the Superintendent’s office.

\_\_\_\_\_  
[SIGNATURE OF APPLICANT]

\_\_\_\_\_  
[DATE]