



*East Prairie R-2*

**Please Read This Sheet Carefully Before Completing Professional Application**

Enclosed is a professional application packet which consists of the following:

- 1. Professional Application for Employment
- 2. Open Response Form
- 3. Three (3) Professional Reference Forms\* (See Below)

Each of the above-listed forms must be completed, even if you are submitting a resume.

**\*Information Regarding the Three (3) Professional Reference Forms**

**It is your responsibility to distribute the reference forms to the people listed on your application.**

***Applicants without Prior Teaching Experience***  
 For your application to be considered, a reference form must be completed and received from your cooperating teacher(s) if you are currently student teaching and/or college supervisor of interns. Placement papers on file with your college or university are acceptable.

***Applicants with Prior Teaching Experience***  
 For your application to be considered, all reference forms must be completed from your most recent supervisors (principals, assistant principals, coordinators, directors, superintendents, etc.)

Please have the individuals return the forms directly to Superintendent at East Prairie R-2, by providing each of the individuals with an enclosed form and a stamped envelope addressed to:

Superintendent’s Office  
 304 East Walnut  
 East Prairie, MO 63845

The following information must be received in order to have a complete application packet on file for further consideration:

- 1. Professional Application for Employment
- 2. Open Response Form
- 3. Three (3) Professional Reference Forms completed by those people listed on your application
- 4. A copy of your valid teaching certificate and/or a recent graduate letter of recommendation for certification
- 5. A copy of your transcripts
- 6. ***Non-Missouri Certified Applicants Only:*** Please contact MO DESE’s Educator Certification Department to help determine certification requirements at 573-751-0051 or visit their website at [www.dese.mo.gov](http://www.dese.mo.gov)

This application packet should be complete and accurate in every detail. 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.

Revised 1/11/05



# Professional Staff Application for Employment

## EAST PRAIRIE R-II SCHOOL DISTRICT

304 EAST WALNUT, EAST PRAIRIE, MO 63845

(573) 649-3562

For Office Use Only

Start Date	
Location	
Position	
Category	Step

### PLEASE READ THIS BEFORE FILLING OUT THE APPLICATION FORM:

This application form is an important part of the employment process. Candidates for any position may be eliminated on the basis of comparative evaluation of applications. Please fill it out in ink as neatly and clearly as possible. Answer all questions to the best of your knowledge. You may provide detail as you wish by adding extra sheets of information or a resume. False, incomplete or inaccurate information is cause for disqualification or discharge. Thank you for your interest in East Prairie R-2.

### PERSONAL INFORMATION

Social Security Number: \_\_\_\_\_ Date Available: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Other Names Known By

Present Address: \_\_\_\_\_ Permanent Address: (If Different Than Present Address) \_\_\_\_\_

Street \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Business Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Name of person to contact in locating you: \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

### APPLYING FOR POSITION AS:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Teacher – Parents as Teachers                                   | <input type="checkbox"/> Teacher – Physical Education/Health | <input type="checkbox"/> Principal – Elementary  |
| <input type="checkbox"/> Teacher – Pre-Kindergarten                                      | <input type="checkbox"/> Teacher – Special Education         | <input type="checkbox"/> Principal – Junior High |
| <input type="checkbox"/> Teacher – Kindergarten  | <input type="checkbox"/> Counselor                           | <input type="checkbox"/> Principal – Senior High |
| <input type="checkbox"/> Teacher – Elementary (1 <sup>st</sup> -6 <sup>h</sup> grades)   | <input type="checkbox"/> Library Media Specialist            | <input type="checkbox"/> Other _____             |
| <input type="checkbox"/> Teacher – Junior High (7 <sup>th</sup> -8 <sup>th</sup> grades) | <input type="checkbox"/> Speech Pathologist                  |  |
| Subject Area _____   | <input type="checkbox"/> Assistant Principal                 |  |
| <input type="checkbox"/> Teacher – Senior High (9 <sup>th</sup> -12 <sup>th</sup> grade) |  |  |
| Subject Area _____   |  |  |

### GENERAL INFORMATION

Referral Source:  Newspaper  Friend  Relative  School Website  Other \_\_\_\_\_

Do you have any relatives or friends working for East Prairie R-2?  Yes  No

If yes, provide name and position \_\_\_\_\_

Have you worked for East Prairie R-2 in the past?  Yes  No

If yes, when? \_\_\_\_\_ If yes, what position(s)? \_\_\_\_\_

Have you ever applied with East Prairie R-2 in the past?  Yes  No If yes, when? \_\_\_\_\_

If hired, can you furnish proof of employment eligibility in the United States under present immigration laws?  Yes  No

## PREFERENCES

List preference for position and/or teaching subjects desired

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

List preference for academic/athletic and/or extracurricular activities

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

## CERTIFICATION STATUS

Select One:

- Pending                       MO Certified                       Other State                       None                       Will Apply Pending Graduation  
 in: \_\_\_\_\_

Select One:

- Complete MO Certification                       Applied for MO Certification                       Out of State Complete Certification  
 Seeking Alternative Certification                       No Certification                       All certification exams not completed as of this date  
 Other (Please Explain) \_\_\_\_\_

Describe teaching certificate(s)

Certification Area Grade Levels	Certificate Teaching Field(s)	Date Issued	Expiration Date	State Issued

**EDUCATIONAL EXPERIENCE – Copies of all transcripts and teaching certificates are required for application to be considered.**

High School Name & Location (City & State)	
---	--

Names of All Colleges/Universities, Vocational/Trade Schools, Others	City & State	Major	Minor	Type of Degree (Bachelor's, Master's, Doctorate)	Credit Hours Completed

Bachelor's Degree Cumulative GPA	Master's Degree Cumulative GPA	Specialist/Doctorate Cumulative GPA

Total Undergraduate Credit Hours Earned	Total Master's Degree Credit Hours Earned	Total Specialist/Doctorate Credit Hours Earned

**BLOCK TEACHING AND/OR STUDENT TEACHING EXPERIENCE – List in chronological order – most recent first.**

FROM		TO		No. of Weeks	Name of School, City, & State	Name of Supervisor, Title & Telephone Number	Grade &/or Subject Taught
Mo.	Yr.	Mo.	Yr.				

**TEACHING EXPERIENCE – List in chronological order – most recent first.**

FROM		TO		No. of Years	Full/Part Time	Name of School, City, & State	Name of Supervisor, Title & Telephone Number	Grade &/or Subject Taught	Reason for Leaving
Mo.	Yr.	Mo.	Yr.						

Have you ever been discharged from any employment, had a contract of employment non-renewed, been asked to resign from your employment, or resigned from employment in lieu of discharge or non-renewal?  Yes  No

If yes, provide a full description of the circumstances of the discharge, non-renewal, or resignation \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NON TEACHING EXPERIENCE – List in chronological order – most recent first.**

<b>Date: Mo. Yr.</b>	<b>Employer's Name, City, State Telephone Number with Area Code</b>	<b>Supervisor</b>	<b>Position/Description of Work</b>	<b>Reason for Leaving</b>
<i>From:</i>				
<i>To:</i>				
<i>From:</i>				
<i>To:</i>				
<i>From:</i>				
<i>To:</i>				
<i>From:</i>				
<i>To:</i>				
<i>From:</i>				
<i>To:</i>				

**HONORS AND/OR AWARDS**

List any academic and professional awards or honors you received, any extracurricular activities or organizations in which you participate(d) or belong(ed), and any professional, civic, or charitable organizations in which you are a member. You may exclude any activities or organizations that the names of which would reveal the race, religion, or national origin of its participants or members.

High School \_\_\_\_\_

College \_\_\_\_\_

Community and Professional \_\_\_\_\_

**PROFESSIONAL REFERENCES**

East Prairie R-2 interprets the Open Records Law to read as follows: (1) an applicant will not be given the opportunity to see written references or recommendations; (2) pre-employment references or recommendations will not be considered part of the employee's personnel file.

<b>Full Name of Reference</b>	<b>Position/ Place of Employment</b>	<b>Phone &amp; Fax</b>	<b>Complete Mailing Address (Street, City, State, Zip)</b>
		<i>Phone #:</i> <i>Fax #:</i>	
		<i>Phone #:</i> <i>Fax #:</i>	
		<i>Phone #:</i> <i>Fax #:</i>	

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

Employment with the district is contingent upon 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 a conviction alone may not constitute an unsatisfactory report, the district has a compelling interest in the safe 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 Director of Human Resources. **Please read carefully and answer every question.**

- 1. Have you ever been convicted of a felony, misdemeanor, or ordinance violation?  
(Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00)  Yes  No
- 2. Have you ever plead guilty or nolo contendere (no contest) to a felony, misdemeanor, or ordinance violation?  
(Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00)  Yes  No
- 3. Have you ever received a suspended imposition of 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.

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

**AN EQUAL OPPORTUNITY EMPLOYER**

East Prairie R-2 does not discriminate on the basis of race, color, religion, national 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 East Prairie R-2's policy of nondiscrimination, you may contact the Superintendent at (573) 649-3526.

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 for 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 appropriate 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.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant



**EAST PRAIRIE R-II**

304 East Walnut  
East Prairie, MO 63845

Phone: 573-649-3562  
Fax: 573-649-5455

**Professional Reference Form**

(Referencing parties must be the same as those indicated on application)

**APPLICANT:** Clearly print the information required below, sign and date the back of this form, and give it to your references. Applicant must sign the back of this page.

To:	Applicant Name: (Print)
Address:	Position Desired:
City State: Zip:	Social Security Number:
Telephone:	Telephone:

**Please indicate your confidential rating of the applicant's qualities listed below by placing a check mark in the appropriate column:**

	Outstanding	Commendable	Average	Below Average	No Opportunity To Observe
<b>Knowledge of Subject Matter:</b> Possesses a solid foundation in academic & professional subject matter					
<b>Presentation of Subject Matter:</b> Puts into practice good principles of teaching, judged largely by results					
<b>Management of Students:</b> Maintains positive classroom climate; controls students in constructive activity					
<b>Response to Supervision:</b> Accepts suggestions willingly; profits from help; adjusts to new & changing situations; exhibits self-control					
<b>Rapport with Peers:</b> Works in harmony with others as a team member					
<b>Faithfulness in Duties:</b> Assumes responsibility in work activities; accomplishes desired actions with minimum supervision; punctual					
<b>Ability to Express Thoughts:</b> Communicates in a clear manner; chooses words skillfully; structures ideas effectively					
<b>Ability to Work with Diverse Student Population:</b> Includes at-risk, minority, & special needs students					
<b>Use of Research-Based Strategies:</b> Uses data analysis effectively in concert with subject matter & curriculum					
<b>Success or Probable Success as a Teacher</b>					

Between what dates have you observed the work of the applicant? From \_\_\_\_\_ To \_\_\_\_\_

What position did the applicant then occupy? \_\_\_\_\_

What was your official relationship to the applicant at that time? \_\_\_\_\_

Do you know of any reason why this person should not work with children? \_\_\_\_\_

Would you employ/re-employ this person in the position describe above? \_\_\_\_\_

<b>Signature of Referencing Individual</b>	<b>Position</b>	<b>Date</b>
--	-----------------	-------------

Please return to Superintendent's Office at East Prairie R-2, 304 East Walnut, East Prairie, MO 63845

TO THE APPLICANT

Please sign and date the release form below, and then complete the Applicant section on the reverse side.

AUTHORIZATION FOR RELEASE OF EMPLOYMENT INFORMATION

I hereby authorize East Prairie R-2 and its duly authorized representatives to obtain information concerning or relating to my employment with the School District. This employment information, both oral and written, may include material contained in my personnel file and/or evaluative statements and judgments from my former supervisors. This employment information includes, but is not limited to, academics, salary, achievements, drug tests, safety records, performance, attendance, personal history, disciplinary records, and all employment information.

I hereby release the Employer and any individuals providing references or employment information under the Authorization, including record custodians, from any and all liability for damages of whatever kind or nature that may at any time result to me on account of compliance, or any attempts to comply, with this Authorization.

Signed by Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional comments may be made by the referencing individual:**

**EAST PRAIRIE R-II**

304 East Walnut  
East Prairie, MO 63845

Phone: 573-649-3562  
Fax: 573-649-5455

**Professional Reference Form**

(Referencing parties must be the same as those indicated on application)

**APPLICANT:** Clearly print the information required below, sign and date the back of this form, and give it to your references. Applicant must sign the back of this page.

To:	Applicant Name: (Print)
Address:	Position Desired:
City State: Zip:	Social Security Number:
Telephone:	Telephone:

**Please indicate your confidential rating of the applicant's qualities listed below by placing a check mark in the appropriate column:**

	Outstanding	Commendable	Average	Below Average	No Opportunity To Observe
<b>Knowledge of Subject Matter:</b> Possesses a solid foundation in academic & professional subject matter					
<b>Presentation of Subject Matter:</b> Puts into practice good principles of teaching, judged largely by results					
<b>Management of Students:</b> Maintains positive classroom climate; controls students in constructive activity					
<b>Response to Supervision:</b> Accepts suggestions willingly; profits from help; adjusts to new & changing situations; exhibits self-control					
<b>Rapport with Peers:</b> Works in harmony with others as a team member					
<b>Faithfulness in Duties:</b> Assumes responsibility in work activities; accomplishes desired actions with minimum supervision; punctual					
<b>Ability to Express Thoughts:</b> Communicates in a clear manner; chooses words skillfully; structures ideas effectively					
<b>Ability to Work with Diverse Student Population:</b> Includes at-risk, minority, & special needs students					
<b>Use of Research-Based Strategies:</b> Uses data analysis effectively in concert with subject matter & curriculum					
<b>Success or Probable Success as a Teacher</b>					

Between what dates have you observed the work of the applicant? From \_\_\_\_\_ To \_\_\_\_\_

What position did the applicant then occupy? \_\_\_\_\_

What was your official relationship to the applicant at that time? \_\_\_\_\_

Do you know of any reason why this person should not work with children? \_\_\_\_\_

Would you employ/re-employ this person in the position describe above? \_\_\_\_\_

<b>Signature of Referencing Individual</b>	<b>Position</b>	<b>Date</b>
--	-----------------	-------------

Please return to Superintendent's Office at East Prairie R-2, 304 East Walnut, East Prairie, MO 63845

TO THE APPLICANT

Please sign and date the release form below, and then complete the Applicant section on the reverse side.

AUTHORIZATION FOR RELEASE OF EMPLOYMENT INFORMATION

I hereby authorize East Prairie R-2 and its duly authorized representatives to obtain information concerning or relating to my employment with the School District. This employment information, both oral and written, may include material contained in my personnel file and/or evaluative statements and judgments from my former supervisors. This employment information includes, but is not limited to, academics, salary, achievements, drug tests, safety records, performance, attendance, personal history, disciplinary records, and all employment information.

I hereby release the Employer and any individuals providing references or employment information under the Authorization, including record custodians, from any and all liability for damages of whatever kind or nature that may at any time result to me on account of compliance, or any attempts to comply, with this Authorization.

Signed by Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional comments may be made by the referencing individual:**

**EAST PRAIRIE R-II**

304 East Walnut  
East Prairie, MO 63845

Phone: 573-649-3562  
Fax: 573-649-5455

**Professional Reference Form**

(Referencing parties must be the same as those indicated on application)

**APPLICANT:** Clearly print the information required below, sign and date the back of this form, and give it to your references.  
Applicant must sign the back of this page.

To:	Applicant Name: (Print)
Address:	Position Desired:
City State: Zip:	Social Security Number:
Telephone:	Telephone:

**Please indicate your confidential rating of the applicant's qualities listed below by placing a check mark in the appropriate column:**

	Outstanding	Commendable	Average	Below Average	No Opportunity To Observe
<b>Knowledge of Subject Matter:</b> Possesses a solid foundation in academic & professional subject matter					
<b>Presentation of Subject Matter:</b> Puts into practice good principles of teaching, judged largely by results					
<b>Management of Students:</b> Maintains positive classroom climate; controls students in constructive activity					
<b>Response to Supervision:</b> Accepts suggestions willingly; profits from help; adjusts to new & changing situations; exhibits self-control					
<b>Rapport with Peers:</b> Works in harmony with others as a team member					
<b>Faithfulness in Duties:</b> Assumes responsibility in work activities; accomplishes desired actions with minimum supervision; punctual					
<b>Ability to Express Thoughts:</b> Communicates in a clear manner; chooses words skillfully; structures ideas effectively					
<b>Ability to Work with Diverse Student Population:</b> Includes at-risk, minority, & special needs students					
<b>Use of Research-Based Strategies:</b> Uses data analysis effectively in concert with subject matter & curriculum					
<b>Success or Probable Success as a Teacher</b>					

Between what dates have you observed the work of the applicant? From \_\_\_\_\_ To \_\_\_\_\_

What position did the applicant then occupy? \_\_\_\_\_

What was your official relationship to the applicant at that time? \_\_\_\_\_

Do you know of any reason why this person should not work with children? \_\_\_\_\_

Would you employ/re-employ this person in the position describe above? \_\_\_\_\_

<b>Signature of Referencing Individual</b>	<b>Position</b>	<b>Date</b>
--	-----------------	-------------

Please return to Superintendent's Office at East Prairie R-2, 304 East Walnut, East Prairie, MO 63845

TO THE APPLICANT

Please sign and date the release form below, and then complete the Applicant section on the reverse side.

AUTHORIZATION FOR RELEASE OF EMPLOYMENT INFORMATION

I hereby authorize East Prairie R-2 and its duly authorized representatives to obtain information concerning or relating to my employment with the School District. This employment information, both oral and written, may include material contained in my personnel file and/or evaluative statements and judgments from my former supervisors. This employment information includes, but is not limited to, academics, salary, achievements, drug tests, safety records, performance, attendance, personal history, disciplinary records, and all employment information.

I hereby release the Employer and any individuals providing references or employment information under the Authorization, including record custodians, from any and all liability for damages of whatever kind or nature that may at any time result to me on account of compliance, or any attempts to comply, with this Authorization.

Signed by Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional comments may be made by the referencing individual:**