Certified Position Applicants

Please Include the Following Items With Your Application

______ Resume with References

______ Proof of Certification
APPLICATION FOR A CERTIFIED POSITION

The Norwood R-I School 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 Norwood School at 417-746-4101.

All applicants are expected to answer all questions on this application. Answer “none” or “not applicable” where necessary.

Today’s Date _______________

Name: ________________________________________________________________

Other names that may appear on your transcript or records:

________________________________________________________________________

Current Address: ________________________________________________

(Street) (City) (Zip)

Home Phone: (___)__________________ Cell Phone: (___)__________________

Position(s) for which you are applying: ________________________________

Subject(s): __________________________________________________________ Grade Level __________________

Are you available for substitute teaching? ___________ Paraprofessional? ___________

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

________________________________________________________________________
## EDUCATION RECORD

<table>
<thead>
<tr>
<th>Name &amp; Location</th>
<th>Dates of Attendance</th>
<th>Name of Degree</th>
<th>Major</th>
<th>Overall GPA</th>
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<tbody>
<tr>
<td>High School</td>
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<td>College/Universities</td>
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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: ______________________

____________________________________________________________________________________

## TEACHING EXPERIENCE

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<th>DISTRICT NAME &amp; LOCATION</th>
<th>POSITION</th>
<th>DATES OF EMPLOYMENT</th>
<th>NUMBER OF YEARS</th>
<th>SUPERVISOR</th>
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OTHER WORK EXPERIENCE

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<th>NUMBER OF YEARS</th>
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REFERENCES:

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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:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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____________________________________________________________________________
____________________________________________________________________________
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 even 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 April 30th. 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_______ Transcripts_________ Letters of Reference__________

Date interviewed: ______________ Interviewed by:_______________________________

MACHS: Approved______________

Date and time: Applicant notified___________________________________

Date and time: Applicant accepted ________________________________

Position offered: _________________________________________

Salary Step and level:___________________________________________
APPLICANT QUESTIONS

Name: ______________________________________

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. Why should Norwood School hire you over other applicants that may have the same qualifications?