



Adair County R-1 School District

Application for Certified Teacher

Applicant Information

Full Name: _____ **Date:** _____
Last First M.I.

Current Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Telephone: Cell: _____ **Email:** _____

Permanent Address: _____
Street Address Apartment/Unit #

What date are you available to begin employment? _____

Are you currently certified to teach in the state of Missouri? YES ☐ NO ☐ **Certification Type?** _____
(Life, PC1, etc.)

Subjects: _____ **Grade Levels:** _____

Other information regarding your certification and/or certification status:

Extra Duty positions you may be interested in sponsoring or coaching: _____

Education

Educational Preparation:

DEGREE	NAME & LOCATION	DATES OF ATTENDANCE	MAJOR	OVERALL GPA
High School Diploma				

Educational Experiences to Date (include current assignment).

May contact be made with your present employer?

Yes ☐

No ☐

DISTRICT NAME & LOCATION	POSITION	DATES OF EMPLOYMENT	REASON FOR LEAVING	SUPERVISOR	PHONE

Other Work Experience:

EMPLOYER NAME & LOCATION	POSITION	DATES OF EMPLOYMENT	REASON FOR LEAVING	SUPERVISOR	PHONE

References

NAME / POSITION	RELATIONSHIP TO APPLICANT	ADDRESS	PHONE NUMBERS

Background

Have you ever been arrested for any violation other than minor traffic violations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disciplined, discharged, or asked to resign from a prior position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your contract in a prior position ever been non-renewed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been charged with or investigated for sexual abuse or harassment of another person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct or a period of time in connection with any crime (other than a minor traffic offense)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered YES to any of the previous questions, provide full details, in the space below; add an additional if necessary, including, with respect to court actions, the date, offense in question, and the address of the court involved. Convictions or other disposition of a crime is not necessarily an automatic bar to employment. The Adair County R-1 Board of Education reserves the right to conduct a criminal background check on any and all applicants.

I understand and consent to registering and completing a fingerprint background check utilizing the Missouri Automated Criminal History Site (MACHS), following the procedures given to me, upon my employment by the District.

Signature: _____ Date: _____

Application Procedure

Applicants are advised to forward all application materials to: (Please do NOT email materials) **Adair County R-1 School District**, Attn: Allen McDannald. Direct all questions to: Allen McDannald, Phone: (660) 488-6411; Fax (660) 488-5400; Email: amcdannald@novinger.k12.mo.us.

Applicants are asked not to make direct contact with the board of education members. Initial applications will be kept confidential; however, all applications, letters of reference, resumes, transcripts, credentials, etc., for the purpose of this application process will, upon receipt, become the sole property of the Adair County R-1 Board of Education, and shall remain their property indefinitely.

Please include:

- Completed application form and current resume with three letters of reference.
- Cover letter directed to the Adair County R-1 Board of Education.
- Evidence of Missouri Certificate or eligibility thereof, (copy of certificate). Current transcript(s).
- Current placement papers or credentials.
- Any other supporting documents that would enhance the application file.

Forward credential file to **Adair County R-1 School District**, Attn: Allen McDannald, 600 Rombauer Ave, Novinger, Missouri 63559.

STATEMENT OF NON-DISCRIMINATION Applicants for admission and employment, students and employees of the Adair County R-1 School District are hereby notified that this institution does not discriminate on the basis of race, color, creed, religion, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities. Any person implementing Title IX or Section 504 is directed to contact Mrs. Robin Daniels - Adair County R-1 School District, 600 Rombauer Ave, Novinger, MO 63559. Phone Number: (660) 488-6411 or email at rdaniels@novinger.k12.mo.us.

Signature: _____ Date: _____