

**EXETER R-VI SCHOOL DISTRICT  
TEACHER/STUDENT SERVICES PERSONNEL  
EMPLOYMENT APPLICATION**

**PERSONAL INFORMATION**

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First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security #: \_\_\_\_\_

Permanent Address \_\_\_\_\_

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

Present Address \_\_\_\_\_ Until \_\_\_\_\_

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

Telephone Number ( ) \_\_\_\_\_ Daytime Telephone Number ( ) \_\_\_\_\_ e-mail \_\_\_\_\_

**POSITION INFORMATION**

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Application for:

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Teacher/Specialist   | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> Substitute Teacher   | <input type="checkbox"/> Full-time |
| <input type="checkbox"/> Other, Specify _____ |                                    |

Level:

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Elementary School - Primary (K-2)      | <input type="checkbox"/> Middle School | <input type="checkbox"/> High School |
| <input type="checkbox"/> Elementary School - Intermediate (3-5) |  | <input type="checkbox"/> Vocational  |

Academic or Vocational Area(s): \_\_\_\_\_

Specialized Areas:

Special Education

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Resource Room          | <input type="checkbox"/> Art                          | <input type="checkbox"/> Guidance                 |
| <input type="checkbox"/> Self-Contained         | <input type="checkbox"/> Music                        | <input type="checkbox"/> School Nurse             |
| <input type="checkbox"/> Multiple Handicapped   | <input type="checkbox"/> Physical Education           | <input type="checkbox"/> Social Worker            |
| <input type="checkbox"/> Speech                 | <input type="checkbox"/> Technology Education         | <input type="checkbox"/> Reading Recovery         |
| <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Foreign Language             | <input type="checkbox"/> Library/Media Specialist |
| <input type="checkbox"/> Physical Therapist     | <input type="checkbox"/> English as a Second Language | <input type="checkbox"/> Literacy Specialist      |
| <input type="checkbox"/> Other: _____           |   |   |

When will you be available for work? \_\_\_\_\_

Are you under contract?  Yes  No If Yes, Date of Expiration \_\_\_\_\_

List any activities that you are able to direct, coach, or sponsor successfully. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION AND CREDENTIALS**

Give title and grade of teaching certificates or other professional licenses held and expiration date of each. **Attach a copy of each.**

Subject \_\_\_\_\_ Grade \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type of Certification \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type of Certification \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type of Certification \_\_\_\_\_

If you do not hold Missouri certification, have you applied for Missouri certification?

- Yes      Date application filed with MO Dept. of Education \_\_\_\_\_
- No      Any job offer is contingent on eligibility for Missouri certification.

Do you meet the federal definition of Highly Qualified for this position?     Yes     No

If yes, how have you met the federal definition of Highly Qualified for this position? Mark all that apply. **Documentation will be requested upon hire.**

- Passed content knowledge PRAXIS 2 exam
- For middle and high school applicants only:* Acquired a major in this content area
- For middle and high school applicants only:* Acquired 24 credit hours in this content area
- For middle and high school applicants only:* Acquired an Advanced Degree in this content area
- Completed National Board Certification requirements and acquired a National Board Certificate
- For applicants who were teachers prior to the 2004-05 school year:* Completed a HOUSSE rubric for this position

Total number of years taught in Missouri \_\_\_\_\_      Total number of years taught outside Missouri \_\_\_\_\_

**PROFESSIONAL PREPARATION**

TYPE	INSTITUTION and ADDRESS	PROGRAM or COURSE	DEGREE AWARDED	MAJOR (Sem Hrs)	MINOR (Sem Hrs)
Undergraduate					
Graduate					
Additional Courses and Workshops					

What extra school activities do you feel competent to direct? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STUDENT TEACHING/INTERNSHIP INFORMATION**

SCHOOL SYSTEM	SUBJECT AND GRADE	NO. OF WEEKS	SUPERVISOR	SCHOOL ADDRESS

**TEACHING EXPERIENCE** (List chronologically)

A resume must be provided. In addition, please list below positions held, employer and dates of employment. Please account for gaps in employment on a separate page.

NAME OF SCHOOL	TOWN/CITY	STATE	POSITION GRADE LEVEL OR SUBJECT	DATES mm/yy – mm/yy	FULL TIME (X)	PART TIME (X)
				/ /		
Reason for leaving:						
Reason for leaving:						
Reason for leaving:						
Reason for leaving:						

**OTHER WORK EXPERIENCE** (List chronologically; including military service)

EMPLOYER	TOWN/CITY	STATE	POSITION	DATES mm/yy – mm/yy	FULL TIME (X)	PART TIME (X)
				/ /		
Reason for leaving:						
Reason for leaving:						
Reason for leaving:						

**PROFESSIONAL REFERENCES**

List your 2 most recent supervisors and one other person who can speak for your professional skills.

FULL NAME	PRESENT ADDRESS	OFFICIAL POSITION	BUSINESS TEL.	HOME TEL.

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**ADDITIONAL INFORMATION**


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**Please provide concise answers to the following questions on no more than two (2) single sided typed pages.**

1. Why do schools exist, what business are we in?
2. Do you believe that all students can learn? Please explain your response.
3. How and when do you expand learning opportunities for students?
4. To what degree do socio-economic conditions limit student success?
5. How would you deal with a student who had not mastered learner outcomes when the rest of the class had?

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**APPLICATION INSTRUCTIONS**


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**To be evaluated, a completed application must include all of the following materials:**

1. A completed application form. *(You must complete all sections of the application even if information is duplicated on your resume.) Incomplete application forms will not be considered.*
2. An up-to-date resume. In addition to educational background and work experience, include extracurricular activities in which you have been involved.
3. Gaps in employment during the past ten years explained.
4. Copies of graduate and undergraduate transcripts.
5. Evidence of eligibility for certification for the position(s) for which you are applying.
6. Answers to the questions above.
7. YES to any of the questions in the Background section explained.
8. Your signature below.
9. Two completed Exeter R-VI School District Reference Forms.

**MAIL OR DELIVER THIS APPLICATION AND RELATED MATERIALS TO:**

**Exeter R-VI School District  
Superintendent's Office  
101 Locust Street  
Exeter, MO 65647**

**IT IS THE POLICY OF EXETER R-VI SCHOOL DISTRICT TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES TO ALL CANDIDATES FOR EMPLOYMENT REGARDLESS OF AGE, RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY OR SEXUAL ORIENTATION.**

Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record, references, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that Exeter R-VI School District contacts in connection with my employment application to fully provide Exeter R-VI School District any information on the matters set forth above. I expressly waive, in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Exeter R-VI School District, its agents and officials or against any provider of such information.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**NOTICE:** Your application will remain active during one school year. Should you wish to be considered the following year, you must re-apply and complete a new application. All materials become the property of Exeter R-VI School District. None will be returned.

# EXETER R-VI SCHOOL DISTRICT

## BACKGROUND INFORMATION

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Have you ever been disciplined, discharged, or asked to resign from a prior position for any reason?  Yes  No

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  No

Has your contract in a prior position ever been nonrenewed?  Yes  No

Have you ever not been nominated for reemployment in a prior position or ever had your nomination for reemployment not be approved?  Yes  No

Have you ever been charged with or investigated for sexual abuse or harassment of another person?  Yes  No

Have you ever been convicted of a crime (other than a minor traffic offense)?  Yes  No

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?  Yes  No

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  No

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 for a period of time in connection with any crime (other than a minor traffic offense)?  Yes  No

If you have answered YES to any of the previous questions, provide full details on the reverse side of this sheet including, with respect to court actions, the date, the offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

**Employment cannot be finalized until you have completed requirements for complete background checks and fingerprinting as required by Missouri State Statute.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

# EXETER R-VI SCHOOL DISTRICT

## VOLUNTARY AFFIRMATIVE ACTION SURVEY

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The information we ask you to provide below will not affect your employment or be available to, or used in, any selection process. It will be used by the Human Resources Department to compile statistics to support our Affirmative Action objectives. This information will be kept confidential.

Position applying for: \_\_\_\_\_

Date of Application: \_\_\_\_\_

### Racial/Ethnic Data: (Please check one of the following groups)

- White**  
A person having origins in any of the peoples of Europe, North Africa, or the Middle East who is not of Hispanic origin.
- Black**  
A person having origins in any of the black racial groups of Africa who is not of Hispanic origin.
- Hispanic**  
A person of Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander**  
A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippines, and Somoa.
- American Indian or Alaskan Native**  
A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

### Handicapped Status

Definitions for disabling or handicapped conditions, Any person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities; or,
2. Has a record of such impairment; or,
3. Is regarded as having such an impairment.

Do any of the conditions as defined above apply to you?  Yes  No

Sex:  Female  Male      Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

How did you learn about the position at Exeter R-VI School District? Please check the appropriate response(s):

- Position Announcement Posting from Success Link Website
- Position Announcement Posting from Exeter R-VI School District Website
- Referral from Present School Department Employee
- Referral from a College Career Fair
- Referral from Community Group or Organization: Name \_\_\_\_\_
- Other: Explain \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXETER R-VI SCHOOL DISTRICT**  
**TEACHER/STUDENT SERVICES PERSONNEL REFERENCE FORM**  
***TO BE COMPLETED BY APPLICANT***

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Applicant: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Reference: \_\_\_\_\_ (Please print)

I authorize the above named reference to fully provide Exeter R-VI School District with information requested below. I expressly waive, in connection with this request for information, any claims including without limitation, defamation, emotional stress, invasion of privacy, or interference with contractual relations that I might otherwise have against Exeter R-VI School District, its agents and officials or against the provider of such information. I understand that all references received by Exeter R-VI School District are the property of Exeter R-VI School District.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

***TO BE COMPLETED BY REFERENCE***

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A. We are interested in several of the applicant's areas of experience and skill. These areas are the teaching/practice/ knowledge base, collaborative skills, and communication skills. On the basis of your experience with this applicant, please rate the candidate's level of mastery or competency in each area using the following scale:

- 4 Among the top 5% of teachers/professionals in the service area
- 3 Among the top 25% of teachers/professionals in the service area
- 2 Among the top 50% of teachers/professionals in the service area
- 1 Among the lower 50% of teachers/professionals in the service area

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1. **APPLICANT FOR TEACHING POSITIONS (including Guidance Counselor and Literacy Specialist positions)**

- a. \_\_\_\_\_ Content knowledge
- b. \_\_\_\_\_ Use of effective instructional strategies
- c. \_\_\_\_\_ Assessment of student achievement in relation to learning standards for outcome based education
- d. \_\_\_\_\_ Creating an effective learning environment

APPLICANT FOR STUDENT SERVICES POSITION (Social Worker, School Nurse, OT, PT, Speech Therapist, Psych Examiner, etc)

- a. \_\_\_\_\_ Professional and technical knowledge
- b. \_\_\_\_\_ Use of effective service delivery strategies
- c. \_\_\_\_\_ Assessment of student progress in relation to service goals
- d. \_\_\_\_\_ Creating a compassionate service delivery environment



2. ALL APPLICANTS

- a. Communicates effectively with:
  - \_\_\_\_\_ Students/clients
  - \_\_\_\_\_ Staff
  - \_\_\_\_\_ Parents/community
- b. \_\_\_\_\_ Collaborates with co-workers
- c. Is actively involved:
  - \_\_\_\_\_ In the life of the organization
  - \_\_\_\_\_ With the life of the community
- d. Is committed to
  - \_\_\_\_\_ Self improvement
  - \_\_\_\_\_ Improvement of practice
  - \_\_\_\_\_ Improvement of the organization
- e. \_\_\_\_\_ Addresses students'/client's needs creatively and practically

B. In what area do you feel the applicant may need professional development?

C. Would you hire or rehire the applicant? If no could you be specific as to why?

D. If you could rate this applicant on a scale from 1 to 10 with 10 being superior, where would he/she be rated relative to **one** of the following categories:

- \_\_\_\_\_ Other student teachers/interns with whom I have had experience
- \_\_\_\_\_ Other teachers/professional service providers with one or two years experience
- \_\_\_\_\_ Other teachers/professional service providers with more than two years experience

Why?

E. ADDITIONAL COMMENTS: (If more space is needed, please attach a second sheet.)

**REFERENCE INFORMATION**

**FOR TEACHER APPLICANTS**

In what capacity do you know the applicant?

- Supervising Principal       Student teacher supervisor       College/university instructor
- Department Head       Student teaching cooperating teacher       Professional colleague
- Other (Please specify) \_\_\_\_\_

Have you observed and provided feedback to the applicant regarding his/her teaching or professional practice?

- Yes       No

If yes, what was the nature of the observation and feedback?

Describe the environment at the school in which you have observed the applicant?

- Rural       Suburban       Urban      \_\_\_\_\_ Number of students      \_\_\_\_\_ Number of staff

Other pertinent characteristics:

**FOR STUDENT SERVICES PROVIDER APPLICANTS**

In what capacity do you know the applicant?

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- Department Head       Professional colleague       Other (Please specify) \_\_\_\_\_

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Describe the environment in which you have observed the applicant provide professional services?

Name (Please print) \_\_\_\_\_

Daytime Telephone (\_\_\_\_)

Signature \_\_\_\_\_ Date \_\_\_\_\_ e-mail \_\_\_\_\_

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**EXETER R-VI SCHOOL DISTRICT**  
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Other pertinent characteristics:

**FOR STUDENT SERVICES PROVIDER APPLICANTS**

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Name (Please print) \_\_\_\_\_

Daytime Telephone (\_\_\_\_)

Signature \_\_\_\_\_ Date \_\_\_\_\_ e-mail \_\_\_\_\_

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