

**STANBERRY R-II SCHOOL DISTRICT**  
**APPLICATION FOR SUB TEACHER**

The Stanberry R-II School District considers applicants for all positions without regard to race, color, religion, sex, national origin, or disability. If you have a disability or a handicap, which many 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 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 the Superintendent at 660-783-2136.

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

Date \_\_\_\_\_

Last Name	First Name	Middle Name
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Other names that appear on your transcripts or records:

\_\_\_\_\_

Social Security Number \_\_\_\_--\_\_\_\_--\_\_\_\_\_

Current Address \_\_\_\_\_  

Street	City	State	Zip
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Current Phone (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

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

Street	City	State	Zip
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Permanent Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Days Available \_\_\_\_\_

Will you sub in High School, Elementary or both? \_\_\_\_\_

How many college hours do you have? \_\_\_\_\_

Please have transcripts sent to our office for verification.

**Educational Preparation:**

	<b>Name and Location</b>	<b>Dates of Attendance</b>	<b>Name of Degree</b>	<b>Major</b>	<b>Total Number of Hours Earned</b>
<b>High School</b>		N/A	N/A	N/A	N/A
<b>Colleges - Universities</b>					

**Sub Teacher Experience:**

<b>Name of District</b>	<b>Address of District</b>	<b>Did this District file for a Missouri Sub Teacher Certificate? If so, when?</b>

**Other Work Experience:**

<b>Employer Name and location</b>	<b>Position</b>	<b>Dates of Employment</b>	<b>Number of Years</b>	<b>Supervisor</b>	<b>Phone</b>

**References:**

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Position</b>

**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)

Yes or No

2. Have you ever pleaded guilty or no contest to a felony or a misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00)

Yes or No

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, psychological or sexual abuse or neglect of a child?

Yes or No

4. Have you ever failed to be re-employed by an educational institution?

Yes or No

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 and I will provide my fingerprints for a background check when hired.
3. I certify that the answers given in this application are true and complete to the very best of my knowledge. In the event 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 the discovery of the false or misleading information.
4. I understand that this application will be considered active for one year from the date it is received. I understand that if I wish my candidacy to remain open after that date I must submit another application.

\_\_\_\_\_

**Signature** **Date**

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**Do Not Write Below This Line – For Administrative Use Only**

Date received: \_\_\_\_\_

Date Copied to Principals: \_\_\_\_\_

Date Filed for Sub Certificate: \_\_\_\_\_

Date Fingerprinted Card Given to Candidate: \_\_\_\_\_

Date Fingerprint Card Sent Off: \_\_\_\_\_

**July 1, 2010**

**Attn: Substitute applicant**

**Re: Substitution certificate**

**As of July 1, 2010 the Department of Elementary and Secondary Education (DESE) has changed the way that substitute teachers can acquire their substitute certificate. In the past, all of the districts you worked for had to apply for the certificate for you. You will now be expected to do this for the district before you can be employed as a substitute. You will only need to do it once and any district you apply to will be able to access it.**

**To apply for your certificate, go to [www.dese.mo.gov](http://www.dese.mo.gov). On the right side of the page, there will be a column of blue words under the heading of "How do I find?". Go to "Certification". In the middle of this page, you will see a heading saying "Please Read Click here to review information----". This will give you a step by step instructions on how to get your certificate. Follow these instructions to get your certification done.**

**If you have any questions, please call the Certification office at 573-751-0051 and speak to a supervisor.**

**Thank you,**

**Anita Noble  
Bookkeeper/Supt. Secretary  
Stanberry R-II School District**

## **FBI/Highway Patrol Background Check Procedures**

### Schedule an Appointment (Missouri Residents)

To be fingerprinted for the Department of Elementary and Secondary Education through 3M/Cogent, you must first be registered with MACHS, which is located at [www.machs.mo.gov](http://www.machs.mo.gov). Individuals without access to the Internet may contact the fingerprint processing company, 3M/Cogent, directly at **1-877-862-2425** to have a Fingerprint Services Representative conduct this registration on their behalf. To register with the Missouri Automated Criminal History Site (MACHS) for a fingerprint, you must have a 4-digit registration code. This code ties all agency-identifying information together to ensure that your background check response is returned to the correct agency. **Below are the codes to use for Stanberry R-II School:**

- **0720 Certified Teachers**
- **0721 Substitutes**
- **0722 Uncertified employers (i.e. custodians, secretaries)**
- **0723 Bus Drivers**

### Fingerprinting Fee

The fee for the fingerprinting process is **\$44.80**. You will have the option to make this payment online at the time of registration or at your appointment.

### Scheduling an appointment (Non-Missouri Residents)

If you live outside the state of Missouri and cannot make an appointment for fingerprinting in Missouri, you may mail fingerprint cards directly to 3M/COGENT. You will need to contact the fingerprint processing company, 3M/Cogent, at 1-877-862-2425 to make sure all information is recorded on the FBI fingerprint cards correctly before mailing them. The fee for this process is \$40.80. A check or money order must be made payable to 3M/Cogent.

### Fingerprint Results

If you are an educator, substitute teacher, or student teacher, your fingerprint information will be recorded automatically on your profile page in the online Educator Certification System. If you are an uncertified staff member or a bus driver, your results will be forwarded to the school district based upon the registration code you provided. Results of fingerprinting are generally reported to the Educator Certification within 2-3 weeks from the date of appointment.

Additional information about the fingerprinting process may be viewed at the following website:

<http://dese.mo.gov/eq/cert/eq-cert-fingerprint-background.htm>

<http://dese.mo.gov/forms/documents/ApplicantsPrivacyRights.pdf>

**The closest location to have fingerprints processed is:  
NWMSU, 800 University Drive, Maryville, MO 64489  
at Campus Safety Office**

Open 24 hours a day, 7 days a week

Contact Person: Ray Ottman 562-1254

Other locations can be found on the MACHS website (under About tab)