Green City R-1 Schools

301 North East Street, Green City MO 63545-9763

Dear Applicant:

Thank you for your interest in applying for a substitute position with the Green City R-1 School District. Please prepare the following items for a complete file for this position.

1. Complete the application form.
2. Complete the Request for Child Abuse or Neglect/Criminal form which can be found on the school website on the job opportunities tab.
3. Enclose a copy of your substitute certificate. If you do not have a substitute certificate, go online to apply. Instructions to apply online may be found at the following link. <http://www.dese.mo.gov/divteachqual/teachcert>. The substitute certificate is not required if you don’t have 60 college credits and only want to sub as a paraprofessional, kitchen staff, or secretarial staff.
4. Request 1 **recent** letters of recommendation be sent to the school.
5. Use the enclosed information to get a FBI/Highway Patrol Background Check completed and sent to the Department of Elementary and Secondary Education. You must have a background check completed with the Green City R-1 School Code. A background check from a previous district does not meet the Green City R-1 requirements.

Thank you again for your interest, and we will be looking forward to receiving your application.

Sincerely,

Tennille Banner

Superintendent

Green City R-1 Certified Staff

Substitute Employment Application

The Green City R-1 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. 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 Tennille Banner, Superintendent, at 660-874-4128.

**Personal Information:**

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| --- | --- | --- | --- |
| **Date:** |  | | |
| **Full Name:** |  | | |
| **Other Names that may appear on your transcripts or records:** | | | |
| **Current Address:** |  | | |
| **Cell Phone Number:** |  | **House Phone Number:** |  |
| **Email Address:** |  | | |

**Job Information:**

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| --- | --- |
| **Do you have your substitute certificate?** |  |
| **How many college credits do you currently have?** |  |
| **In what areas are you interested in subbing? (elementary, high school, both, math, etc.)** |  |

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name & Location** | **Dates of Attendance** | **Name of Degree** | **Overall GPA** |
| **High School:** |  |  |  |  |
| **College/University** |  |  |  |  |
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| **Have you attended colleges or universities not listed above?** |

**References:**

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| **Name:** | **Phone** | **Position** |
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| **Are you legally eligible to work in the United States?** |

**Additional Information:**

**YES NO**

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| **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)** |  |  |
| **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)** |  |  |
| **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?** |  |  |
| **Have you ever failed to be re-employed by an educational institution?** |  |  |
| **Have you ever been discharged or requested to resign from a position?** |  |  |
| **If you answered “YES” to any of the questions above, please explain.** | | |
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**Agreement**

**Applicants should acknowledge and agree to the following provisions as condition for consideration of their application for employment. Please initial next to each statement.**

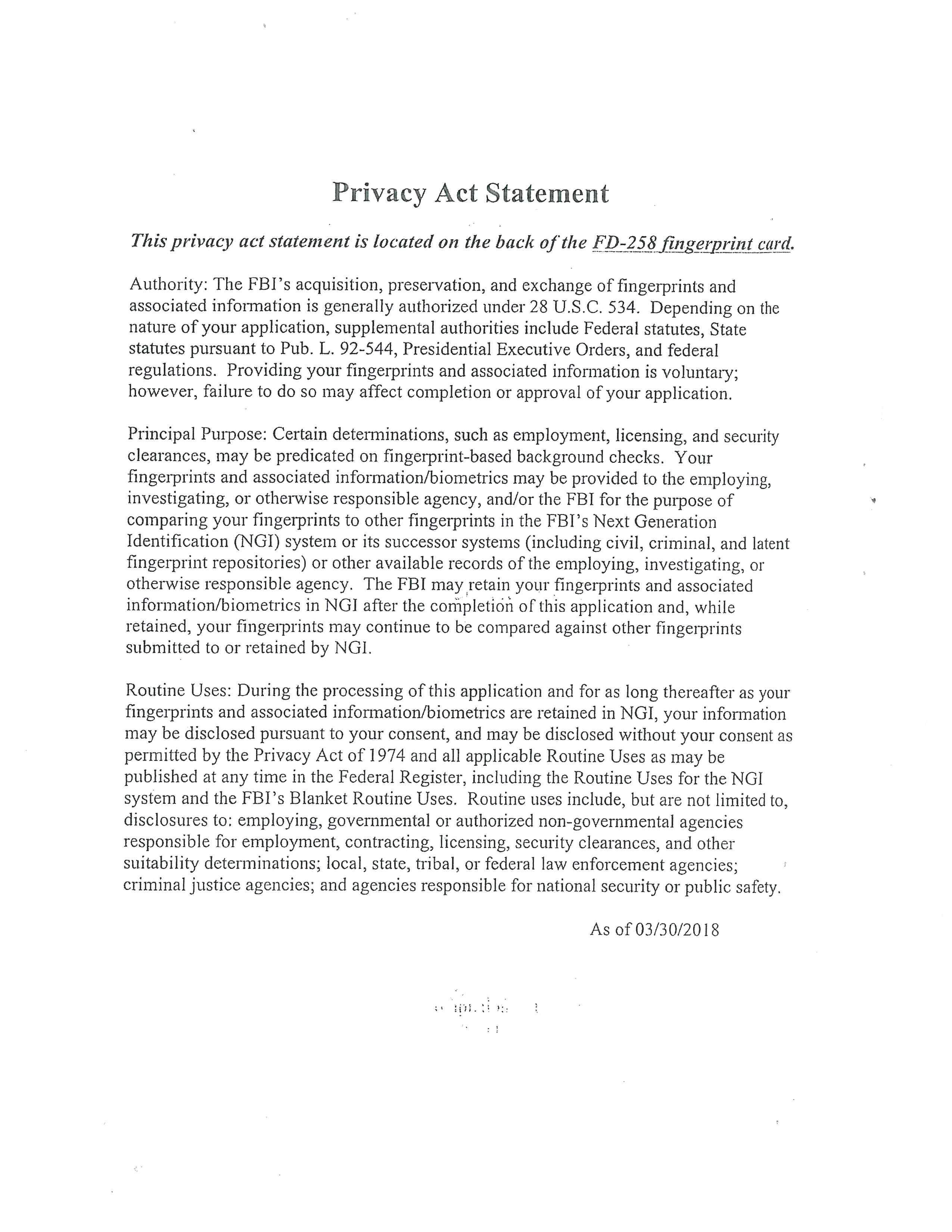
|  |  |
| --- | --- |
| **I hereby authorize my current and former employers and references to furnish any information about me and about my work experience. I release my current and former employers and references from any and all liabilities or damages of any nature as a result of providing such information. My current and former employers and references may rely on a signed copy of this release.** |  |
| **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.** |  |
| **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 discovery of the false or misleading information.** |  |
| **I understand that this application will be considered active for 90 days. I understand that if I wish my candidacy to remain open after that date I must submit another application.** |  |
| **Signature: Date:** | |

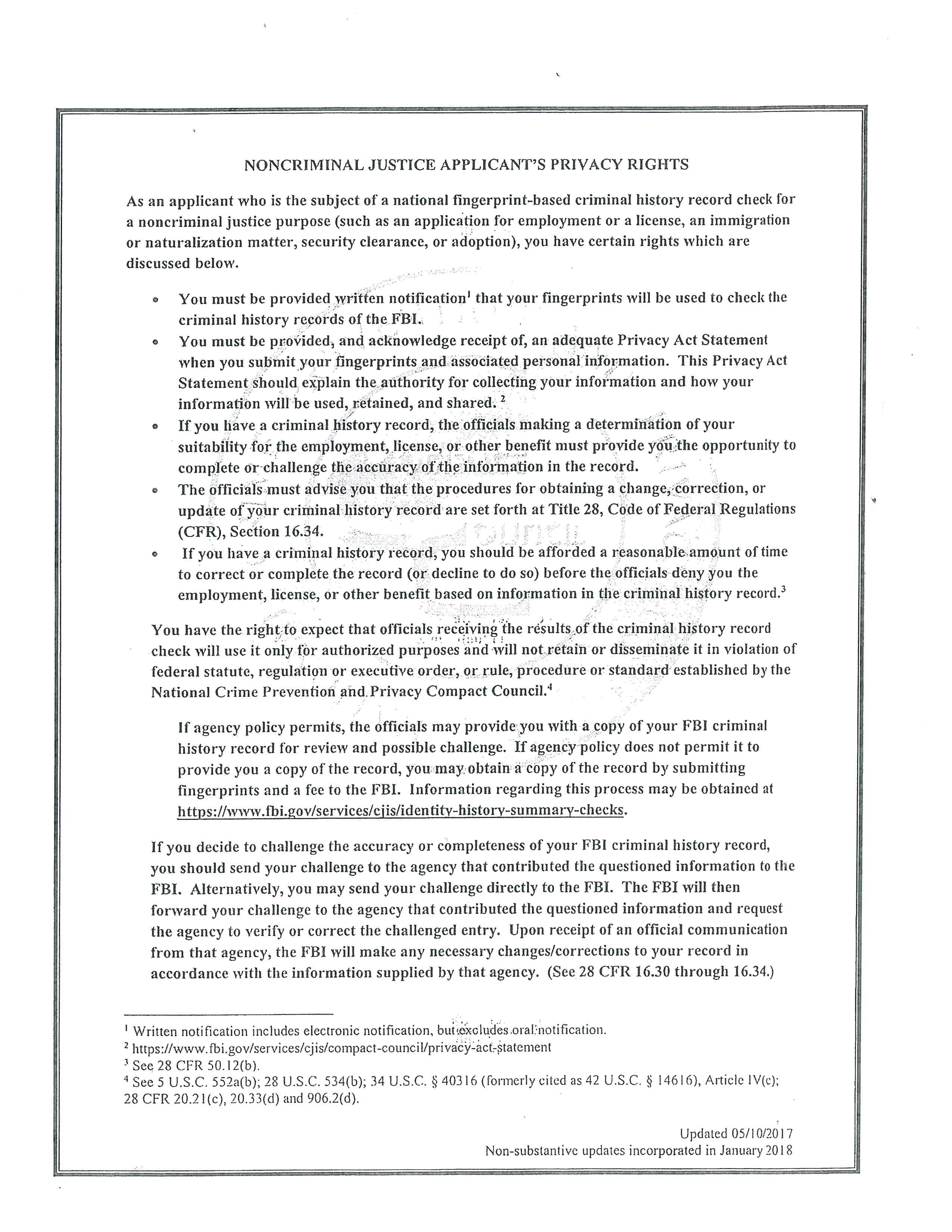
**Receipt of Documentation of Privacy Information**

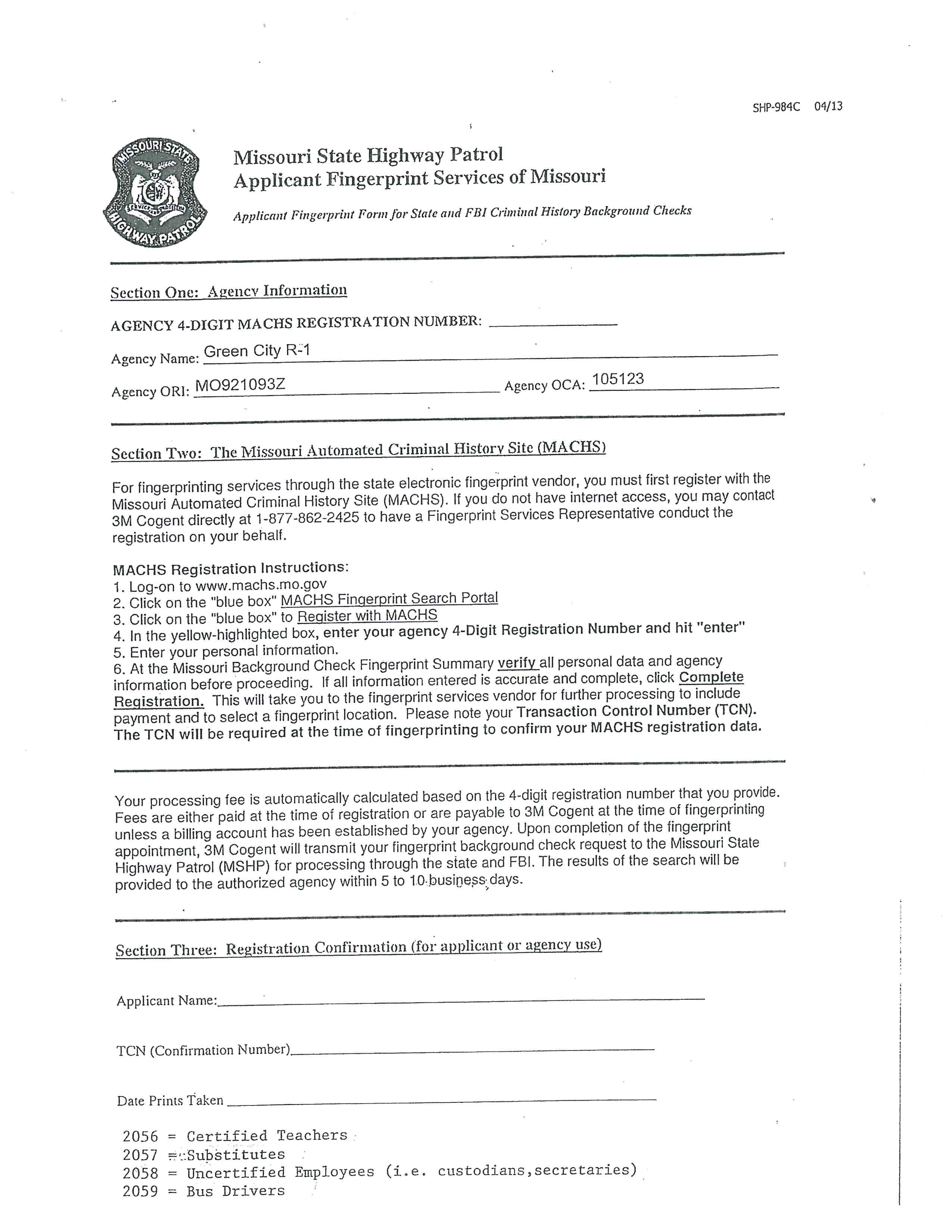
The signature below indicates that the applicant received a copy of the Privacy Act Statement and the Noncriminal Justice Applicants Privacy Rights which is included as the next 2 pages in this application.

This form should be signed and returned to the Green City R-1 School District before the district accesses your background check results.

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| Signature | Date |

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