

**KNOX COUNTY R-1 SCHOOL DISTRICT**  
**55701 State Hwy 6, Edina, MO 63537**

Supt. Office 660-397-2228  
Elementary 660-397-2285

High School 660-397-2231  
Middle School 660-397-3994

**APPLICATION FOR A CERTIFICATED POSITION**

The 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 the office of the Superintendent at 660-397-2228.

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

**Name in Full** \_\_\_\_\_  
(Last) (First) (Middle)

**Address** \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

**Home Phone** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

**Name and address of person who will always know your address (Do not list spouse)**

\_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_  
(Street) (City) (State) (Zip Code) (Phone Number)

**Date available:** \_\_\_\_\_

**POSITION DESIRED**

Applying for \_\_\_\_\_ Full Time \_\_\_\_\_ Part-Time

If teacher or administrator, please indicate: \_\_\_\_\_

Level preferred: Mark first choice (1), etc.

\_\_\_\_\_ Elementary (K-5) \_\_\_\_\_ Middle School (6-8) \_\_\_\_\_ High School (9-12)

If elementary teacher, complete: (Mark first choice (1), etc.)

\_\_\_\_\_ Kindergarten \_\_\_\_\_ Primary (1-2) \_\_\_\_\_ Intermediate (3-5)

**POSITION DESIRED (Continued)**

If secondary teacher, complete: (Mark first choice (1), etc.)

\_\_\_\_\_ Middle School (6-8)                      \_\_\_\_\_ High School (9-12)

List in order of preference the subjects you are certified to teach:

1. \_\_\_\_\_                      2. \_\_\_\_\_                      3. \_\_\_\_\_

If specialist, please check the area you are certified in and seek assignment:

_____ Counselor	_____ Physical Education	_____ Media Specialist
_____ Instrumental Music	_____ Vocal Music	_____ Special Education (Specify)
		_____

Extra-Curricular Activities: Mark first choice (1), etc. - only mark those activities you would desire to coach or sponsor:

_____ Activities Director	_____ Cheerleading	_____ Quiz Bowl
_____ Baseball	_____ Weights	_____ Yearbook
_____ Basketball	_____ Debate	_____ Marching Band
_____ Football	_____ Drama	_____ Pep Band
_____ Softball	_____ FBLA	_____ National Honor Society
_____ Track	_____ FFA	_____ Student Government

Others: \_\_\_\_\_

Please list any experience in above activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional Organizations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Youth groups with which you have worked: \_\_\_\_\_

\_\_\_\_\_

Leisure-time activities: \_\_\_\_\_

\_\_\_\_\_

Special recognition:

Professional: \_\_\_\_\_

Other: \_\_\_\_\_

**Certification:** (List type of certification as shown on teacher's certificate)

SUBJECT OR SERVICE	GRADE LEVEL	TYPE OF CERTIFICATE	EFFECTIVE DATE	EXPIRATION DATE	STATE(S)

Other information regarding your certification and/or certification status: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**

**Secondary Education:**

Name of High School	Location	Date Graduated

**All teaching applicants must file with the Superintendent's Office an official transcript of college and university credits earned.**

**Undergraduate Training:**

Name of College or University	Dates Inclusive	Major	Degree	Sem. Hrs.

**Graduate Training:**

Name of College or University	Dates Inclusive	Major	Degree	Sem. Hrs.

**DO NOT LEAVE THESE SPACES BLANK**

Total semester hours in education \_\_\_\_\_ Total semesters hours in major field \_\_\_\_\_ Undergraduate GPA \_\_\_\_\_  
 Graduate GPA \_\_\_\_\_ Number of graduate hours earned since last degree was confirmed \_\_\_\_\_

College activities in which you participated \_\_\_\_\_  
 \_\_\_\_\_

**Student Teaching/Internship**

From	To	School	City, State	Grade/Subject
Month _____ Year _____	Month _____ Year _____			
Name of Cooperating Teacher				

**Teaching Experience (Start with most recent)**

School Name & Location	Dates of Employment	No. of Years	Position	Grade/Subject	Supervisor	Phone #

**Other Work Experience**

Employer Name & Location	Dates of Employment	No. of Years	Position	Supervisor	Phone #

**References**

Name	Address	Phone #	Relationship

Who is the one person we could contact today that would be able to assess your most current job performance:

\_\_\_\_\_  
Name                                      Job Title                                      Address                                      Phone #



**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 \$250.00).\_\_\_\_\_
  
- 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 \$250.00).  
\_\_\_\_\_
  
- 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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**THE KNOX COUNTY R-1 SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.** It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socio-economic status, marital status, sex, age, handicapping conditions or memberships in legally-constituted organizations.

**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 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 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.**
  
4. I understand that this application will be considered active for one year unless I authorize the district to keep my application on file for the purpose stated in item #5. I understand that if I wish my **candidacy** to remain open after that date I must **submit another application.**
  
5. **I am/am not (circle one)** authorizing your district to keep my records on file for potential future openings.
  
6. **I am/am not (circle one)** authorizing your district to share my application with another school district with a vacancy that fits my qualifications.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

Do Not Write below This Line – For Administrative Use Only

Date received: **Application** \_\_\_\_\_ Transcripts \_\_\_\_\_

Date interviewed: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Date and time: **Applicant** notified \_\_\_\_\_

Date **and** time: Applicant accepted \_\_\_\_\_

**Position offered:** \_\_\_\_\_

Salary step and level: \_\_\_\_\_

