



# BONCL R-X School District

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 Louisiana, Missouri 63353  
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[www.BONCLBlueJays.com](http://www.BONCLBlueJays.com)

*Excellence in  
 Education  
 Since 1949*

Cassie Huckstep-Spangler, *Superintendent*

## **APPLICATION FOR CERTIFICATED EMPLOYMENT**

*Please complete entire application packet prior to returning it.*

Last Name	First Name	Middle Name	Other Names Formerly Used	
Social Security Number			Application Date	
Present Address	City	State	Zip	Phone
Permanent Address	City	State	Zip	Phone

List below current Missouri certificates held. If you are currently a student, indicate below the certification you will receive upon graduation. Include photocopy or letter of eligibility.

Area/Subject	Grade Level	Type of Certificate		
		<input type="checkbox"/> IPC	<input type="checkbox"/> Provisional	<input type="checkbox"/> Temporary
		<input type="checkbox"/> Life	<input type="checkbox"/> Career CPC	<input type="checkbox"/> Substitute
		<input type="checkbox"/> IPC	<input type="checkbox"/> Provisional	<input type="checkbox"/> Temporary
		<input type="checkbox"/> Life	<input type="checkbox"/> Career CPC	<input type="checkbox"/> Substitute
		<input type="checkbox"/> IPC	<input type="checkbox"/> Provisional	<input type="checkbox"/> Temporary
		<input type="checkbox"/> Life	<input type="checkbox"/> Career CPC	<input type="checkbox"/> Substitute

Position Desired:

### **OFFICE USE ONLY (Do not write below this line.)**

***Date Application Received:***

***Date Application Reviewed:***

***Date Interviewed:***

***Position Offered:***

***Salary Step and Level:***

**EDUCATION PREPARATION**

Name/Location of School/Institution	Dates of Attendance	Degree Received	Year of Graduation	Major	Hours in Major
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**HIGH SCHOOL**

Name					
City/State					

**UNDERGRADUATE STUDIES**

Name					
City/State					
Name					
City/State					
Name					
City/State					
Name					
City/State					

**GRADUATE STUDIES**

Name					
City/State					
Name					
City/State					

Undergraduate Cumulative G.P.A. \_\_\_\_\_ Graduate Cumulative G.P.A. \_\_\_\_\_

**PLACEMENT ON SALARY SCHEDULE**

Advancement on the salary schedule is recognized for post-graduate work only. For example, twelve hours taken after a bachelor’s degree is conferred is recognized as BA +12. Eight graduate hours taken after a master’s degree is conferred is recognized as MA +8. These hours must be verified by an official transcript. In-service hours are not recognized for placement on the salary schedule. Based on these guidelines, please circle your level of education:

BS     
  BS +6     
  BS +12     
  BS +18     
  BS +24     
  MA     
  MS+8

**TEACHING EXPERIENCE (If none, list student teaching experience):**

1. District Name and Location: \_\_\_\_\_
  - Grade(s) and/or Subject(s) Taught: \_\_\_\_\_
  - Dates of Employment: \_\_\_\_\_
  - Number of Years: \_\_\_\_\_
  - Supervisor: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Reason for Leaving: \_\_\_\_\_
  
2. District Name and Location: \_\_\_\_\_
  - Grade(s) and/or Subject(s) Taught: \_\_\_\_\_
  - Dates of Employment: \_\_\_\_\_
  - Number of Years: \_\_\_\_\_
  - Supervisor: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Reason for Leaving: \_\_\_\_\_
  
3. District Name and Location: \_\_\_\_\_
  - Grade(s) and/or Subject(s) Taught: \_\_\_\_\_
  - Dates of Employment: \_\_\_\_\_
  - Number of Years: \_\_\_\_\_
  - Supervisor: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Reason for Leaving: \_\_\_\_\_
  
4. District Name and Location: \_\_\_\_\_
  - Grade(s) and/or Subject(s) Taught: \_\_\_\_\_
  - Dates of Employment: \_\_\_\_\_
  - Number of Years: \_\_\_\_\_
  - Supervisor: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Reason for Leaving: \_\_\_\_\_

**OTHER WORK EXPERIENCE**

1. Employer Name and Location: \_\_\_\_\_
  - Position: \_\_\_\_\_
  - Dates of Employment: \_\_\_\_\_
  - Number of Years: \_\_\_\_\_
  - Supervisor: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Reason for Leaving: \_\_\_\_\_
  
2. Employer Name and Location: \_\_\_\_\_
  - Position: \_\_\_\_\_
  - Dates of Employment: \_\_\_\_\_
  - Number of Years: \_\_\_\_\_
  - Supervisor: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Reason for Leaving: \_\_\_\_\_
  
3. Employer Name and Location: \_\_\_\_\_
  - Position: \_\_\_\_\_
  - Dates of Employment: \_\_\_\_\_
  - Number of Years: \_\_\_\_\_
  - Supervisor: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Reason for Leaving: \_\_\_\_\_

**REFERENCES**

Name	# of Years Known	Official Position	Address	Phone

## EMPLOYMENT QUESTIONS

Date available for position: \_\_\_\_\_ Current contract expiration: \_\_\_\_\_

Present position: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving present position: \_\_\_\_\_

Name(s) of present (or most recent) administrative supervisor(s): \_\_\_\_\_

Phone: \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

Are you presently legally authorized to work in the United States on a full-time basis? \_\_\_\_\_

1. Have you ever had a teaching certificate or a license revoked or suspended? \_\_\_\_\_
2. Have you ever surrendered a teaching certificate or a license before its expiration? \_\_\_\_\_
3. Have you ever resigned a position as part of an agreement to avoid teaching certificate or license revocation? \_\_\_\_\_
4. Have you ever been released or terminated or have you ever resigned from school-related employment because of misconduct or unsatisfactory service? \_\_\_\_\_
5. Have you ever resigned a school-related position as part of an agreement to avoid dismissal?  
\_\_\_\_\_

## CRIMINAL RECORD AND CHILD ABUSE/NEGLECT REPORT

Employment with the District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, as may be appropriate. Although the existence of an arrest, charge or conviction alone may not constitute an unsatisfactory report, the District has a compelling interest in the safety and welfare of its students. Therefore, the District is permitted by law, and has an obligation, to request criminal and child abuse/neglect information and official records for each applicant and employee, and to act in accordance with such information and official records. Applicants and employees must report any arrests, charges or convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Superintendent. Please read carefully and answer every question.

1. Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00.) \_\_\_\_\_
2. Have you ever plead guilty or nolo contendere (no contest) to a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00.) \_\_\_\_\_
3. Have you ever received a suspended imposition or execution of sentence? \_\_\_\_\_
4. Are you currently on parole or probation? \_\_\_\_\_
5. Has the Missouri Department 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 had engaged in the physical, emotional, psychological or sexual abuse or neglect of a child? \_\_\_\_\_

***If you answered yes to any of the above questions, please explain with an attached statement.***

## **PROFESSIONAL STATEMENTS**

*In your own handwriting, please answer the following questions within the space provided.*

1. Why are you interested in this position?
2. What four (4) key components do you believe you must include in your lesson plan?
3. What student outcomes would you strive for as a teacher?
4. If you were employed by the BONCL R-X School District, what important skills, values, and/or personal qualities would you bring to your assignment to assure a successful experience?
5. Write a brief statement, in your own handwriting, giving your reasons for entering the teaching profession, your long range goals, and other pertinent information describing your qualifications.

**EQUAL OPPORTUNITY EMPLOYER**

The BONCL R-X School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, genetic information, or any other characteristic protected by law in admission or access to, or treatment or employment in, its programs and activities. If you have any inquiries or complaints concerning the application of the BONCL R-X School District’s policy of non-discrimination, you may contact the Superintendent at 573-754-5412.

IMPORTANT: Before consideration for employment, the candidate must have the following on file with the Office of the Superintendent:

- Completed application form;
- Complete set of transcripts;
- Placement files (preferred) or three letters of recommendation; and
- Copy of Missouri teaching certificate(s) or letter(s) verifying eligibility.

Application form is active for one calendar year from the date of application, but may be renewed/updated in person or in writing.

**READ CAREFULLY BEFORE SIGNING**

My signature below authorizes the school district to conduct an investigation of my personal or employment history and authorizes any former employer or any person, firm, corporation, credit agency or government agency to release any information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, personal references, professional references, any findings of child abuse or neglect investigations and any other appropriate information involving me. This release includes any law enforcement agencies, criminal records agencies, previous employers, educational institutions, Missouri or other State Department of Social Service, Child Protective Services in any locality to which they may refer. In consideration of the school district’s review of this application, I waive my right of access to any such information, and without limitation, hereby release the school district and the reference source from any liability in connection with its release or use. Do not assume that your record has been expunged. If you were arrested, answer honestly and write a statement as to why.

Furthermore, I certify that the statements contained herein are true, correct and complete answers in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Signature of Applicant: \_\_\_\_\_

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