



CONCORDIA R-2 SCHOOL DISTRICT

204 SW 11th Street
Concordia, MO 64020
(660) 463-7235
(660) 463-1326 fax



APPLICATION FOR CERTIFIED EMPLOYMENT

INSTRUCTIONS: Thank you for your interest in our school system. The following information is needed in order to complete your file: 1) this completed application, 2) College Transcripts and Placement Papers including references, and 3) a photocopy of your Missouri Teaching Certificate.

PERSONAL DATA

Name (full) _____ Date _____

Present Address _____ Phone (day) _____

Permanent Address _____ Phone (eve) _____

Social Security Number _____ email address _____

List each subject/area you are certified to teach:

POSITION DESIRED

	1st Choice	2nd Choice	3rd Choice
Grade/Subject	_____	_____	_____

My college placement office has / has not forwarded credentials. _____

EDUCATION

(May be omitted if resume is attached)

Name of Institution	City	Dates Attended	Major	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student Teaching/Internship

Dates	School	City/State	Grade/Subject
_____	_____	_____	_____

Name of Cooperating Teacher: _____

The Concordia R-2 School District is an equal opportunity employer and does not discriminate or deny services on the basis of age, ancestry, color, disability, handicapping condition, marital status, national origin, parental status, race, religion, participation in constitutionally protected activities, or veteran status. Any questions regarding the Title IX, Section 504, The Family Medical and Leave Act, or the Americans with Disabilities Act should be directed to the Superintendent of Schools at the above address and telephone number. If special needs exist as addressed in the Americans with Disabilities Act which require this publication in an alternative format, the district may be contacted at the above address. Reasonable effort will be made to accommodate these special needs. The Concordia R-2 School District is required to participate in the E-Verification program.

The mission of the Concordia R-2 School District is to help all students develop their unique talents as well as the critical thinking, technological, and life-long learning skills needed in order to become productive, responsible citizens in a global community.

EMPLOYMENT HISTORY

(May be omitted if resume is attached)

Name and Address of Employer	Dates:	Job Title	Supervisor
(Most recent experience first)	(from/to)		

REFERENCES

Name	Address	Phone

ACTIVITIES

Professional Organizations: _____
Special Recognitions and Honors: _____

SPONSORSHIPS/COACHING

Please list any activities you would be willing to sponsor or coach: _____

Please Check the appropriate answer to the following questions:

- Yes No Have you been convicted of any violation of the law other than minor traffic offenses?
- Yes No Are you currently or have you at anytime in the past been on parole or probation?
- Yes No Have you ever had a teaching certificate or teaching license revoked or suspended?
- Yes No Have you ever surrendered a teaching certificate or license before its expiration?
- Yes No Have you ever been released, terminated, or resigned from school related employment because of misconduct or unsatisfactory service?

If you answered yes to any of the above questions, please attach an explanation to this application.

Are you legally eligible for employment in the United States? _____ YES* _____ NO
 *Proof of Citizenship or Immigration Status will be required for employment.

I certify that all statements made on this application are true, complete, and correct to the best of my knowledge and belief, and understand and agree that any misstatement will be grounds for disqualification or dismissal from employment by the Concordia R-2 School District. I hereby authorize the Concordia R-2 School District to examine local and state law enforcement agencies, criminal records agencies, former employers, educational institutions, Missouri or other State Departments of Social Service, and/or Child Protective Service records when considering my application for employment. I waive my right of privacy to any such information, and hereby release the school district and reference sources from any liability in connection with the information. Furthermore, it is understood that this application becomes the property of the Concordia R-2 School District.

Date: _____ **Signature of Applicant:** _____