

CHAFFEE PUBLIC SCHOOLS

517 West Yoakum
Chaffee, Missouri 63740

APPLICATION OF

M _____

Present Address _____
(Street) (City) (State) (Zip)

Until _____ Phone _____

Permanent Address _____ Phone _____

Contact Person or Close Relative _____

Address _____ Phone _____

FOR POSITION AS TEACHER

Department-Elementary (K-6) or Secondary (7-12)

(Grade Levels or Areas of Certification-Missouri)

Date Submitted _____

INFORMATION RELEASE WAIVER

I hereby release the officers, agents, employees and directors of each of my past employers from any and all liability arising from disclosure of personal records and from verbal appraisals of my past performance made by the personnel of prior employers. I understand and agree that this waiver includes any and all manners of actions that I may now have or may have in the future concerning the disclosures, regardless of their nature.

Applicant

Note: The applicant should exercise the greatest care in preparing this form. Information given herein becomes a legal part of the contract in case of election. Please do not omit any item.

Applicants for admission and employment, students, parents of elementary and secondary school students, employees and sources of referrals of applicants for admission and employment with Chaffee Public School R-II are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Chaffee Public School District R-II compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Director of Special Services, Board of Education office, 517 West Yoakum, Chaffee, MO. 63740, (573) 887-3532. The Director of Special Services has been designated by Chaffee Public School R-II to coordinate the institution's effort to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institutions with the regulations implementing Title VI, Title IX, or Section 504.

EQUAL OPPORTUNITY EMPLOYER

PERSONAL DATA

1. What attributes or characteristics do you possess which will enhance your desirability as an applicant (promptness, neatness, enthusiasm, manner, etc)?

(Attach Additional Data – If Necessary)

2. Underline any of the following you could teach, coach or direct successfully: Band, Boy’s Chorus, Girl’s Chorus, Debate Declamation, Dramatics, Football, Basketball, Baseball, Volleyball, Softball, Track, Tennis, Wrestling, Playground Activities.

3. Present Salary _____ Expected Salary _____

4. Could you come for an interview? _____ Give two or more preferred dates (AM or PM) _____

5. When could you begin work here? _____

6. If elected, do you plan to teach at least two years? _____

7. **REFERENCES:** These should be persons qualified to give any information to show your fitness for the position you seek. Please include superintendents, principals, college student-teacher supervisors, and cooperating classroom teachers under whom you taught.

NAME	ADDRESS	OCCUPATION
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1. _____

2. _____

3. _____

(Include written testimonies)

8. List reason why you believe you will be successful as a teacher. (Philosophy, concerns, and goals as a teacher)

SCREENING PROCEDURES

The board of Education and Administration are pleased that you are applying for a position with the Chaffee Public Schools. It is important that all applications be received as quickly as possible. The screening committee which is composed of two or more administrators will review applications using the following criteria:

- A. Completeness of the application requested.**
- B. Certification status (with some thought given to certification flexibility in selected secondary positions).**
- C. Letters of reference from education work experience and/or other work experience.**
- D. Academic background; college transcripts.**
- E. Personal attributes (from application, college placement papers, letters of reference, etc).**
- F. Written philosophy/goals/concerns as a teacher.**

A screening process may be used to select applicants if more than five applications for the same position exist. The screened applicants will be asked to come for an interview to determine the successful candidate for the position. The interview will be a committee composed of a Central Office Administrator, the principal of the school, if appropriate, in which the vacancy exists, and at least two other administrators/supervisors or teachers.

It is the responsibility of each applicant to contact his/her college placement office and forward up-to-date placement papers and/or college transcripts and to provide a current Missouri teaching certificate.

Any and all part of the application may be made public.

TEACHER APPLICATION POLICY

Applications for classroom teaching and administrative vacancies will be accepted at a designated time after January 1 each year. Please note, all applications are purged annually. Completed applications must be returned to the Board of Education Office, 517 West Yoakum, Chaffee, Missouri 63740.

The Board of Education may announce application periods for vacancies in certain teaching areas (administration, supervisory, vocational related, guidance, coaching and other areas which may include summer or seasonal responsibilities) during the school year.

Formal interviews will be scheduled by phone or written request after initial screening has been completed.