

Brookfield R-III School District

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Teach, Learn, Grow...Every Day.

Dr. Kyle Collins
Superintendent of Schools
124A Pershing Road
Brookfield, MO 64628
Phone: 660-258-7443 Fax: 660-258-4711
kcollins@brookfield.k12.mo.us

Dear Substitute Applicant,

Thank you for your interest in substitute teaching for the Brookfield R-III School District. Enclosed you will find an application for employment as a substitute teacher with our District. Please complete the application and return it to the Superintendent's office at the above address.

To be eligible to substitute teach, you must be a certified teacher in the State of Missouri with a valid certificate, or you must apply with the Missouri Department of Education (DESE) to receive a Missouri substitute teaching certificate. For information about how to obtain your substitute teaching certificate, visit the DESE website at www.dese.mo.gov and click on the "Educator Certification" tab and follow to the "Substitute Teachers" icon, where a checklist is provided to assist you in this process.

Once the District receives verification from DESE that you have met all of the requirements to substitute teach, we will mail you a packet welcoming you as a Substitute Teacher. If you have already been issued your substitute certificate for the current school year, or if you hold a valid Missouri Educator Certificate, please let me know when returning your application.

If you have any questions, please feel free to give me a call at the above number.

Sincerely,

Lisa J. Burr
District Payroll Clerk

School District information needed to register for your fingerprinting appointment on-line:

School Registration Number: 1245
School Name: Brookfield R-III School District - Substitutes
School Address: 124A Pershing Rd. Brookfield, MO 64628

Brookfield R-III School District

Dr. Kyle Collins, Superintendent
124A Pershing Road
Brookfield, MO 64628
660-258-7443

*Substitute Teacher
Employment Application*



Personal Information

Full Name: _____ Date: _____

Address: _____

Phone Number: _____ Social Security Number _____

Email Address: _____

Have you applied to substitute teach in other Missouri Public Schools ***within the last 6 months?***

Yes No

If yes, please name the district (s): _____

If yes, have you completed the required fingerprint background cards with the above district(s)?

Yes No

Education

Name of Colleges/Universities Attended

Degrees/Hours

Do you hold a valid Missouri Teaching Certificate? Yes No

If yes, what areas are you certified to teach? _____

Please attach a copy of your college transcripts and teaching certificates (if applicable).

Availability

Please circle the days of the week you can substitute: **Mon. Tues. Wed. Thurs. Fri.**

Circle any special area you feel you can teach or direct successfully: *** Art * Band * Computer * P.E. * Spanish * Special Education Classes * Vocal Music***

Other: _____

I prefer not to substitute in the following areas or classes: _____

Applicant Name: _____

Employment

Start with your present or most recent employer

<u>Name of Employer</u>	<u>Phone</u>	<u>Position</u>	<u>Dates of Employment</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

We may contact the employers listed above unless you indicate otherwise.

Do not contact: _____ Reason: _____

Have you ever been dismissed from a position? Yes No

Have you ever been asked to resign from a position? Yes No

If you answered "yes" to either of the previous two questions, please explain, giving date and location.

References

<u>Name Number</u>	<u>Address & Telephone</u>
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_____	_____
_____	_____
_____	_____

Background Information

Have you ever been convicted of an offense other than a minor traffic violation? Yes No

Have you ever been convicted of or pleaded guilty to a felony or misdemeanor? Yes No

If you answered "yes" to either question, please explain:

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Signature

Date

The Brookfield R-III School is an equal opportunity institution and there shall be no discrimination on the basis of age, sex, race, color, national origin or the handicapped in recruitment, selection, treatment and promotion of employees. Any complaint communicated to the school district alleging its noncompliance with this policy will be reviewed by the district administrator assigned to serve as program coordinator for the school district. This policy does not deny an individual the right to file a complaint with the appropriate Federal agencies nor the school district's coordinator from referring or requesting assistance from the Regional Director for Civil Rights.