

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@brookfieldr3.org

Dear Substitute Applicant,

Thank you for your interest in substitute teaching for the Brookfield R-III School District. Enclosed you will find the substitute teacher application of employment. 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 fully certified teacher in the State of Missouri with an active certificate, or you must apply directly on-line with the Missouri Department of Elementary and Secondary Education (DESE) to receive a Missouri Substitute Teaching Certificate. For more information about how to obtain a Substitute Teaching Certificate, visit the DESE website at www.dese.mo.gov and click on the "Educator Certification" tab, then the "Substitute Teacher Certification" tab for detailed instructions and checklist.

In addition, all individuals hired after January 1, 2005, whose job involves contact with students, must have an FBI/MO Highway Patrol fingerprint background check (HB1453) through the Missouri Automated Criminal History Site (MACHS). To register for a background check, logon to their website at www.machs.mo.gov and enter the requested information. **There is a fee associated with the background check.** These fees can be paid on-line when registering or at the time your prints are taken. Be sure to click "Fingerprint Locations Near You" on the MACHS website homepage to assist you in finding the most convenient location, hours of operation, and payment types accepted. If you need assistance in making the appointment, feel free to give me a call.

Once we receive verification from DESE that you have met all of the qualification to substitute teach and you have been issued a Substitute Certificate, the District will then email you a welcome packet as a Substitute Teacher for our District.

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</u> <u>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.

Missouri Applicant Fingerprint Privacy Notice

The Missouri Applicant Fingerprint Privacy Notice includes three (3) parts:

1. The State and National Rap Back Privacy Notice
2. The Noncriminal Justice Applicant Privacy Rights
3. The Privacy Act Statement

State and Federal Rap Back Privacy Notice

Applicants submitting their fingerprint images to the Central Repository for a fingerprint based criminal record check are advised that their fingerprint images will be retained in state and federal biometrics databases, pursuant to Section 43.540 RSMo. If the submitting agency participates in the State or State and National Rap Back Programs, fingerprint images will be submitted, searched and retained for the purpose of being searched against future submissions to the State and National Rap Back programs; fingerprint searches will also include latent print searches.

The "Missouri Rap Back Program" and "National Rap Back Program" shall include any type of automatic notification made by the State Missouri and/or the Federal Bureau of Investigation through the Missouri State Highway Patrol to a qualified entity indicating that an applicant who is employed, licensed, or otherwise under the purview of the qualified entity has been arrested for a reported criminal offense and the fingerprints for that arrest were forwarded to the Central Repository or the Federal Bureau of Investigation by the arresting agency.

By signing the Missouri Applicant Fingerprint Privacy Notice you are acknowledging the receipt of and agreeing to the terms of the State and National Rap Back Privacy Notice, the Noncriminal Justice Applicant Privacy Rights, and the Privacy Act Statement.

NAME (Please Print): _____

SIGNATURE: _____ DATE: _____

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.

FBI/Highway Patrol Background Check Procedures

Registration Process and Procedures - Missouri Residents

All applicants must pre-register at the Missouri Automated Criminal History Site (MACHS) www.machs.mo.gov for a fingerprint-based background check. The background check is performed by both the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). After pre-registration, all Missouri-based applicants must visit one of the Identigo® office locations for fingerprinting (see the “Search For Fingerprint Locations Near You” link at www.machs.mo.gov).

A four-digit registration code is required to ensure that the results of the background check are returned to the correct organization for processing. Please see the following charts for the appropriate registration codes.

If you are already employed by a Missouri school district or If you know which district will be employing you	
Occupation	
Administrator, Principal, Teacher, Substitute Teacher, Paraprofessional	Certified 1244
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	Substitute Teacher 1245
Secretary, School Nurse, Custodian, Lunch Room Worker, Volunteer, etc.	Non-Certified 1246
School Bus Driver	Bus Driver 1247

If you are employed by more than one school district, choose only one district's registration code number to initiate your fingerprint-based background check. All Missouri public school districts are able to share fingerprint results with each other (based on district policy). Please note that shared fingerprint results must be less than one year old to be accepted as valid.

If you are NOT already employed by a Missouri school district	
Occupation	Registration Code*
Administrator, Principal, Teacher	2300
Substitute Teacher	2301
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	2300

**The information generated by these codes cannot be accessed by school districts. An additional background check may be required for employment purposes.*

Registration Process and Procedures - Non-Missouri Residents

Applicants located outside the state of Missouri are also required to pre-register (see above) at the MACHS website (www.machs.mo.gov) to initiate their fingerprint-based background checks. After pre-registration, these applicants must mail their completed fingerprint cards to IdentGo® for processing. For detailed directions, please access the IdentGo® website at: https://www.IdentGo.com/uploads/general/UEP_MO_card_scan_instructions.pdf

If you have any questions about the registration process or fingerprinting procedures outside of Missouri, please contact IdentGo® customer service at 844-543-9712 or the MSHP's Criminal Justice Information Services Division (CJIS) at 573-526-6312.

Internet Access and Fingerprinting Site Locations

Applicants who do not have internet access may contact IdentGo® at 844-543-9712 to initiate and complete the registration process. Please note: a four-digit registration code (see codes above) is required to initiate and complete the online registration process. All Missouri IdentGo® fingerprint locations are listed at the MACHS website's "Search for Fingerprint Locations Near You" link (www.machs.mo.gov).

Processing Fees

The processing fee for both Missouri and non-Missouri residents is \$40.50. Missouri residents will complete payments on site during the fingerprinting process. Non-Missouri residents will complete payments online during the pre-registration process. For additional information about fees, please visit www.machs.mo.gov.

Fingerprint/Background Check Results

Fingerprint/Background check information for educators and substitute teachers will be recorded on their profile page at the Missouri Department of Elementary and Secondary Education (DESE) *Educator Certification System* website. The reported results will be made available to the designated school district, based upon the registration code provided during the pre-registration process.

The results for non-certified staff members and bus drivers will not be available on the DESE *Educator Certification System* website and cannot be used for certification purposes. These results will only be available to the designated school district, based upon the registration code provided during the pre-registration process.

Important Notice from the Missouri State Highway Patrol Concerning Your Fingerprint-Based Background Check

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you are hereby notified that by providing your fingerprints to the Missouri State Highway Patrol (MSHP) or Identigo®, the Missouri Fingerprint Services vendor, you agree to the following:

- Your fingerprints will be used to check the criminal history record files of the MSHP and/or the FBI.
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files.
- Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice should be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or by email at machs@mshp.dps.mo.gov.