



**Willow Springs R-IV Schools**  
**215 West Fourth Street**  
**Willow Springs, MO 65793**  
**417-469-3260**

**Application for SUBSTITUTE TEACHING**  
 (Please print or type)

|  |                            |             |
|--|----------------------------|-------------|
| <b>PERSONAL:</b>   |                            |             |
|  |                            |             |
| Last Name  | First Name                 | Middle Name |
|  |                            |             |
| Social Security Number   | Application Date           |             |
| <b>Present Address:</b>  |                            |             |
| Street   | (_____) _____<br>Phone     |             |
|  |                            |             |
| City   | State                      | Zip         |
| Person who will always be able to contact you. (Do not list spouse.) |                            |             |
|  |                            |             |
| Name   | Phone Number (_____) _____ |             |

| <b>EDUCATIONAL PREPARATION:</b>                       |                    |       |             |
|---|--------------------|-------|-------------|
| <b>(A copy of college transcript(s) are required)</b> |                    |       |             |
| Name and Location of School<br>or Institution         | Degree<br>Received | Major | Total Hours |
| <b>HIGH SCHOOL</b>                                    |                    |       |             |
| Name  |                    |       |             |
| City  |                    |       |             |
| <b>UNDERGRADUATE STUDIES</b>                          |                    |       |             |
| College   |                    |       |             |
| State   |                    |       |             |
| College   |                    |       |             |
| State   |                    |       |             |
| College   |                    |       |             |
| State   |                    |       |             |

| <b>GRADUATE STUDIES</b>   |          |                |       |
|---|----------|----------------|-------|
| College   |          |                |       |
| State   |          |                |       |
| College   |          |                |       |
| State   |          |                |       |
| <b>NON-TEACHING WORK EXPERIENCE</b><br>(List most recent experience first)  |          |                |       |
| Employer  | Location | Nature of Work | Dates |
|   |          |                |       |
|   |          |                |       |
|   |          |                |       |
| <b>LEVEL PREFERENCE</b><br>(Check all that apply)   |          |                |       |
| <input type="checkbox"/> ELEMENTARY (PK-4) <input type="checkbox"/> MIDDLE SCHOOL (5-8) <input type="checkbox"/> HIGH SCHOOL (9-12) |          |                |       |

| <b>TEACHING EXPERIENCE</b><br>(List most recent experience first and whether position was full time or a Substitute position)   |  |                               |           |               |       |    |                    |
|---|--|-------------------------------|-----------|---------------|-------|----|--------------------|
| Name & Type Of school<br>(Elem., Middle, High, etc.)  | Complete Address<br>(Street, City, State, Zip) | Grade(s) or Subject(s) Taught | No. Years |               | Dates |    | Reason for Leaving |
|   |  |                               | Full Time | Sub. Position | From  | To |                    |
|   |  |                               |           |               |       |    |                    |
|   |  |                               |           |               |       |    |                    |
|   |  |                               |           |               |       |    |                    |
|   |  |                               |           |               |       |    |                    |
| <b>Total Number of Years Teaching Experience in a public School System</b> _____<br><b>Total Number of Years Teaching Experience in a Missouri Public School System</b> _____ |  |                               |           |               |       |    |                    |

| <b>REFERENCES</b> |             |                   |                                       |       |
|-------------------|-------------|-------------------|---------------------------------------|-------|
| Name              | Years Known | Official Position | Address<br>(Street, City, State, Zip) | Phone |
|                   |             |                   |                                       |       |
|                   |             |                   |                                       |       |
|                   |             |                   |                                       |       |

## 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\* 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 complete the form. Questions regarding this information should be directed to the Superintendent. Please read carefully and answer every question.

*Please print clearly.*

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)  
Yes \_\_\_\_\_ No \_\_\_\_\_

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)  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever received a suspended imposition or execution of sentence?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently on parole or probation?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Has the Missouri Department of Family Services, or a similar agency in any other state or jurisdiction, ever issues a determination or finding of cause or reason to believe or suspect that you had engaged in physical, emotional, psychological or sexual abuse or neglect of a child?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\*CONVICTION means the final judgement on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken.

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

**BACKGROUND INFORMATION**

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 license revoke or suspended? \_\_\_\_\_
2. Have you ever surrendered a teaching certificate or 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? \_\_\_\_\_

**If you answered YES to any of questions 1-5 above, please explain with an attached statement.**

My signature below authorizes the school district to conduct an investigation of my personal or employment history and authorizes any former employer or 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 record agencies, previous employers, educational institutions, Missouri or other State Department of Social Services, 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 of any such information, and without limitation, hereby release for use.

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 my 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*

**The Willow Springs R-IV School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in the programs and activities. The Willow Springs R-IV School District is an equal opportunity employer. If you have inquiries or complaints concerning the application or the Willow Springs R-IV School District's policy of nondiscrimination, you may contact the Superintendent at 417-469-3260.**