

Joplin Schools
1717 East 15th Street
PO Box 128
Joplin, Missouri 64802-0128
(417) 625-5200 (417) 625-5210 fax
www.joplinschools.org



An Equal Opportunity Employer – The School District of Joplin does not discriminate on the basis of race, gender, religion, age, national origin, or disability.

IMPORTANT: Before consideration for employment, the candidate must have the following on file with the Educational Operations Office:

INSTRUCTIONAL AIDE:

1. Completed application form
2. Copies of college/university transcripts proving 60 college hours

SUBSTITUTE TEACHERS:

Please contact Educational Operations Office to set up an interview 417-625-5200 ext. 2002

Will need to bring the following at the time of interview:

1. Completed application form
2. Copies of college/university transcripts proving 60 college hours
3. Copy of Missouri teaching certificate or sub certificate (if available)
4. A passport or two other pieces of identification, such as, a driver's license or school picture I.D. and a Social Security card
5. A personal check to be voided for direct deposit

INSTRUCTIONAL AIDE/SUBSTITUTE TEACHER APPLICATION

LAST FIRST MIDDLE

Present Address _____ Phone _____

City State Zip Alternate Phone _____

Social Security Number _____

POSITION DESIRED: INSTRUCTIONAL AIDE _____ SUBSTITUTE TEACHER _____

Today's Date _____, 20 _____

For Office Use Only:

Date Received _____ Copy Sent _____

PERSONAL DATA

Do you hold a valid teaching certificate in Missouri? Yes _____ No _____
 If not, have you applied for a teaching certificate in the State of Missouri? Yes _____ No _____
 Date applied: _____

Do you have a valid sub certificate from Missouri? Yes _____ No _____
 If not, have you applied for certification in the State of Missouri? Yes _____ No _____
 Date applied: _____

REFERENCES:

These should be persons qualified to answer questions concerning your ability to work with young people. Include those who have first-hand knowledge of your character, personality, scholarship, and work habits.

| NAME | ADDRESS | PHONE # | POSITION |
|------|---------|---------|----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

EDUCATION:

| NAME OF INSTITUTION | DATES INCLUSIVE | DEGREE OR DIPLOMA | MAJOR | MINOR |
|---------------------|-----------------|-------------------|-------|-------|
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ATTENDANCE/PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job with this District. Is there anything that would interfere with your regular attendance/punctuality if you were offered a job with the District? _____ Yes _____ No

If yes, please explain: _____

EXPERIENCE

BEGIN WITH MOST RECENT EXPERIENCE. INCLUDE ALL JOBS FOR LAST FIVE (5) YEARS,
ALSO, INCLUDE NON PAYING EXPERIENCE OF WORKING WITH CHILDREN OR YOUNG PEOPLE

| EMPLOYER NAME AND LOCATION | DATES | POSITION AND MAJOR DUTIES | REASON FOR LEAVING | FINAL ANNUAL SALARY |
|----------------------------|-------|---------------------------|--------------------|---------------------|
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Are there any activities you have been involved in, or honors you have received that you would like for us to be aware of?

Why do you want to be an instructional aide/ substitute teacher for the Joplin School District?

If you respond "YES" to any of the questions below, please explain on a separate sheet.

| | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you ever had a teaching certificate revoked or suspended? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you ever been arrested for, charged with , or convicted of a felony or misdemeanor? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you ever plead guilty or nolo contendere (no contest) to a felony or misdemeanor? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Has the Missouri Department of Family Services, or similar agency in any other State of Jurisdiction, ever issued a determination or finding of cause or reason to believe or suspect that you had engaged in the physical, emotional, psychological, or sexual abuse or neglect of a child? |

**PRE-EMPLOYMENT STATEMENT (OR NOTIFICATION AND AGREEMENT)
PLEASE READ BEFORE SIGNING**

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I agree to a fingerprint background check and understand that employment is considered probationary until satisfactory results of the background checks by the Missouri Highway Patrol and FBI have been received by Joplin Schools.

If hired, I agree to abide by all of the organization's rules and regulations. I understand that the organization and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance, or otherwise change all policies, procedures, benefits or other terms or conditions of employment.

By signing this application, I declare that the information provided by me is complete and true to the best of my knowledge. I understand that any falsification, misrepresentation or omission on this application or during the interview process may be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

Questions regarding this section should be directed to any employment interviewer before signing.

The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

I acknowledge that I have read and understand the above statement.

APPLICANT SIGNATURE _____ DATE _____