

**POTOSI R-3 SCHOOL DISTRICT**  
**400 NORTH MINE STREET**  
**POTOSI, MO 63664**  
**(573)438-5485**

**APPLICATION FOR CERTIFIED EMPLOYMENT**

**GENERAL INFORMATION**

**APPLICATION DATE:** \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street Address City State Zip Phone Number Cell Phone Number

Permanent Address \_\_\_\_\_  
Street Address City State Zip Phone Number

**POSITION DESIRED** (Check those applicable & list content area.)

- Elementary (PK-3) \_\_\_\_\_  Intermediate (4-6) \_\_\_\_\_  Middle School (7-8) \_\_\_\_\_  
 High School (9-12) \_\_\_\_\_  Other (Specify) \_\_\_\_\_

List the activities you feel you are qualified & willing to direct/coach: \_\_\_\_\_

**EDUCATION AND PROFESSIONAL TRAINING**

High School \_\_\_\_\_ Year Graduated \_\_\_\_\_  
City State

College/University Attended	Dates	Degree	Major	Minor	Hours Completed

Please include information regarding advanced degrees.

List all valid Missouri certificates that you hold: \_\_\_\_\_

List any areas of certification that you are presently working toward with the planned completion date: \_\_\_\_\_  
 \_\_\_\_\_

Please attach a copy of all transcripts and valid Missouri certificates that you presently hold.

Student Teaching Experience: \_\_\_\_\_  
(1<sup>st</sup> & 2<sup>nd</sup> Year Teachers) School & Location Grade & Subject Dates

\_\_\_\_\_ School & Location Grade & Subject Dates

**PREVIOUS EDUCATIONAL WORK EXPERIENCE** (Begin with present or most recent experience.)

Name/Address of School	Phone #	Dates Employed	Number of Years Employed	Subject/Grade Level Taught

Total Years Experience: \_\_\_\_\_ Have you been denied re-employment in an educational or teaching position? \_\_\_ Yes \_\_\_ No If yes, explain: \_\_\_\_\_

**OTHER WORK EXPERIENCE**

Employer	Phone #	Type of Work	Number of Years Employed

**OTHER ACTIVITIES** (Experience working with young people)

**ORGANIZATIONS** (Do not include organizations related to race, religion, physical handicap, marital status, or ancestry.)

Professional:

Civic & Community:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION**

Why do you want to teach? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to work in the Potosi R-3 School District? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Use the space below for a brief autobiography. Please complete this section in your own handwriting.

**REFERENCES** (List at least three references of persons who have official knowledge of your work as a student or teacher.)

Name	Address	Phone #	Position

I certify the information and statements provided in this application are true to the best of my knowledge and belief. I understand that any offer for employment is contingent upon a clean background check (fingerprint check included).

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

EQUAL OPPORTUNITY EMPLOYER: The Potosi R-3 School District is an equal opportunity employer and does not discriminate on the basis of age, race, color, national origin, gender, religion or disability in any educational program or activity. Coordinators for R-3 compliance in these areas are:  
 TITLE IX: Mike Mapes, Potosi R-3 High School-Phone 438-2156  
 SECTION 504: Kim Hartley, Administration Center-Phone 438-2315

**OFFICE USE ONLY**

Date Interviewed	Interviewed By	Position	Date Hired	Salary	Comments