

**ADVANCE R-IV SCHOOL DISTRICT**

201 SCHOOL STREET  
ADVANCE, MISSOURI 63730  
PHONE 573-722-3581  
FAX 573-722-9886

Dear Applicant:

Thank you for your interest in the Advance R-IV School District. We require that an application form accompany all resumes and that the application form be complete by including the following information:

- \_\_\_\_\_ Letter of Application
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Official Transcript(s)
- \_\_\_\_\_ Teaching Certificate
- \_\_\_\_\_ Letter of Recommendation dated within the last year.

Applications received that do not contain all of the above information will not be considered.

Please send this information to:

Advance R-IV School District  
Attn: Building Principal  
201 School Street  
Advance, MO 63730

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APPLICATIONS FOR CERTIFICATED POSITIONS

Date: \_\_\_\_\_

Advance R-IV School's consideration for employment does not discriminate on the basis of race, color, religion, national origin, gender, age, or disability. **Please complete the application in your own handwriting.**

Name \_\_\_\_\_ SS# \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_ Phone \_\_\_\_\_  
(Street) (City) (State/Zip)

Contact Person or Close Relative \_\_\_\_\_

Certification Type: (please check) Life PC-I PC-II Alternative Provisional Vocational  
Year Temporary Other

Subject Area(s): \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Expiration Date(s): \_\_\_\_\_ Position(s) applying for: \_\_\_\_\_

**INFORMATION RELEASE WAIVER**

I understand the Advance R-IV School District may contact either in writing or verbally, my personal references, prior and present employers, as well as educational institutions, and I hereby consent to such contact. I hereby release the officers, agents, employees and directors of each of my past employers, personal references, educational institutions, from any and all liability arising for disclosure of personal records and from verbal appraisals of my past performance made by the personnel of prior employers, personal references and educational institutions. I understand and agree that this waiver includes any and all matters or actions that I may now have, or may have in the future, concerning the disclosures, regardless of their nature. I understand and consent to having criminal and arrest record checks as a condition for consideration of application for employment.

**I hereby declare that all of the information and answers set forth in this Application are true, correct and materially complete. I understand that any false or incomplete answers or information may constitute a reason for termination of the hiring process or grounds to terminate any possible employment in the future.**

Applicant's Signature

Date submitted

ALL APPLICATIONS WILL BE KEPT ON FILE FOR TWO (2) YEARS FROM DATE OF APPLICATION

Note: All applicants are expected to answer all questions on this application. Answer "none" or "not applicable" where necessary. The applicant should exercise the greatest care in preparing this form. Information given herein becomes a legal part of any contract in case of selection.



**OTHER PREVIOUS WORK EXPERIENCE**

(Past three years only)

Employer	Address	Telephone	Type of Work	Dates

**REFERENCES**

References should be persons qualified to give any information to show your fitness for the position for which you are applying. Please include superintendents, principals, college student-teaching supervisors, and/or fellow employees with whom you have worked in the past (5) years.

Name	Address	Telephone	Occupation

Have you ever pleaded guilty, no contest, or been convicted of a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or which the fine was less than \$100)

Has the Children's Division (Missouri Division of Family Services) or a similar agency in any other state or jurisdiction ever issued a determination of finding of cause or reason to believe or suspected that you have engaged in physical, emotional, psychological or sexual abuse or neglect of a child? \_\_\_\_\_

**If the answer to any of the foregoing questions is "yes", please explain on a separate sheet of paper.**

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| <p><b>THE ADVANCE R-IV SCHOOL DISTRICT CONSIDERS A COMPLETE APPLICATION FILE TO CONTAIN:</b></p> <ul style="list-style-type: none"><li><b>1) Letter of Application</b></li><li><b>2) Resume</b></li><li><b>3) Completed Application Form</b></li><li><b>4) Copy of all Transcripts</b></li><li><b>5) Copy of Teaching Certificate(s)</b></li><li><b>6) Letters of Recommendation</b></li></ul> |
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**NOTICE OF NONDISCRIMINATION**

As per Board of Education Policy, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Advance R-IV School District are hereby notified that this

institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning the Advance R-IV School District's compliance with the regulations implementing Title VI, or Section 504 is directed to contact the Superintendent, Section 504 Coordinator, 201 School Street, Advance, MO 63730 (573-722-3581), who has been designated to coordinate this institution's efforts to comply with the regulations implementing Title VI and Section 504. Any person having inquiries concerning Advance R-IV School District's compliance with the regulations implementing Title IX is directed to contact the Superintendent, Title IX Coordinator, 201 School Street, Advance, MO 63730 (573-722-3581), who has been designated to coordinate this institution's efforts to comply with the regulations implementing Title IX.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX or Section 504.