

## Hartville R-II Schools

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Hartville, MO 65667-0460  
Tel: 417-741-7676  
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G. Allen Dickinson, President  
Gary R. Dedmon, Vice- President  
Dustin C. Arnall, Secretary  
Jennifer L Arnall, Treasurer  
Matt K. Ballard, Board Member  
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Mark H. Piper, Superintendent  
Jennifer E. Sanders, Principal  
Hartville High School  
Scott M. Keith, Principal  
Hartville Junior High School  
Rodney L. Cravens, Principal  
Hartville Elementary School  
Adam E. Cook, Principal  
Grovespring Elementary School

Dear Applicant:

Thank you for your interest in applying for a certified position with the Hartville School District. We ask that the following items be addressed as a part of the application process:

1. Complete the enclosed application form.
2. Enclose a copy of your latest transcript(s) with the application. An official copy of your transcript(s) will be required if you are employed.
3. Enclose a copy of your résumé.
4. Request your placement file be sent to us, or enclose 4 or 5 recent letters of recommendation.
5. The final candidate for the position will be contingent upon successful completion of the FBI background check.

Your application will become active once all of the above information has been received. Your application will remain active for **one year** at which time you must resubmit a new application. Please call the Superintendent's Office at 417-741-7676 if you have any questions about the application process.

Thank you again for your interest and we will be looking forward to receiving your application.

Sincerely,

Mark H. Piper

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*"Building successful futures. . .one child at a time."*

**APPLICATION FOR A CERTIFICATED POSITION**

The School District considers applicants for all positions without regard to race, color, religion, sex, national origin, or disability. If you have a disability or handicap, which may require accommodation for you to participate in our application process (including filling out this form, interviewing or any other pre-employment procedure or requirement), please make us aware of any accommodation you feel is necessary. If you have any inquiries, complaints or concerns about any pre-employment procedure or requirement, including completing this application, or about the District policy of non-discrimination, you may contact Mark Piper at 417-741-7676. All applicants are expected to answer all questions on this application. Answer "none" or "not applicable" where necessary.

Date \_\_\_\_\_

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Last Name	First Name	Middle Name
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Other names that may appear on your transcripts or records:

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Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_

Current Address \_\_\_\_\_  
Street City State Zip

Current Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Permanent Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date Available \_\_\_\_\_

Position(s) for which you are applying: \_\_\_\_\_

\_\_\_\_\_

Skills you possess pertaining to the position(s) for which you are applying: \_\_\_\_\_

\_\_\_\_\_

Certifications you hold: \_\_\_\_\_

Educational Preparation:

	NAME & LOCATION	DATES OF ATTENDANCE	NAME OF DEGREE	MAJOR	OVERALL GPA
HIGH SCHOOL		N/A	N/A	N/A	N/A
COLLEGES/ UNIVERSITIES					
BUSINESS/ TRADE SCHOOLS					

Total number of college hours \_\_\_\_\_

Work Experience:

EMPLOYER NAME & LOCATION	POSITION	DATES OF EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR	PHONE

References:

NAME	ADDRESS	PHONE	POSITION

Employment Questions:

1. Have you ever been arrested for, or charged with or convicted of a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00) \_\_\_\_\_
2. Have you ever pleaded guilty or no contest to a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00) \_\_\_\_\_
3. Has the Missouri Division of Family Services or a similar agency in any other state or jurisdiction, ever issued a determination or finding of cause or reason to believe or suspect that you have engaged in physical, emotional, psychological or sexual abuse or neglect of a child? \_\_\_\_\_
4. Have you ever failed to be re-employed by an educational institution? \_\_\_\_\_

If the answer to any of the foregoing questions is "yes", please explain; use a separate sheet if necessary:

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**READ CAREFULLY BEFORE SIGNING**

I acknowledge and agree to the following provisions as conditions for consideration of my application for employment:

1. I hereby authorize my current and former employers and references to furnish any information about me and my work experience. I release my current and former employers and references from any and all liabilities or damages of any nature as a result of providing such information. My current and former employers and references may rely on a signed copy of this release.
2. I understand and consent to having criminal and arrest records checks, as well as background checks, by the Missouri Division of Family Services as a condition for consideration of my application for employment.
3. I certify that the answers given in this application are true and complete to the very best of my knowledge. In the event I am employed by the District, and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information.
4. I understand that this application will be considered active for **one year**. I understand that if I wish my candidacy to remain open after that date, I must submit another application.

\_\_\_\_\_  
Signature Date

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**Do Not Write Below This Line – For Administrative Use Only**

Date received: Application \_\_\_\_\_ Transcripts \_\_\_\_\_ Letters of Reference \_\_\_\_\_

Date interviewed: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Date and time: Applicant notified \_\_\_\_\_

Date and time: Applicant accepted \_\_\_\_\_

Position offered: \_\_\_\_\_

Salary step and level: \_\_\_\_\_

**APPLICANT QUESTIONS**

Name: \_\_\_\_\_ Social Security# \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

1. Why have you chosen the position, for which you are applying as your profession?

2. Describe how you would be able to help the students in our School District.

3. Write a brief autobiography focusing on the important people and events in your life.

## **FBI/Highway Patrol Background Check Procedures**

### **Scheduling an Appointment (Missouri residents)**

To be fingerprinted for the Department of Elementary and Secondary Education through 3M/Cogent, you must register with MACHS, which is located at [www.machs.mo.gov](http://www.machs.mo.gov). Individuals without access to the Internet may contact the fingerprint processing company, 3M/Cogent, directly at **1-877-862-2425** to have a Fingerprint Services Representative conduct this registration on their behalf. To register with the Missouri Automated Criminal History Site (MACHS) for a fingerprint, you must have a 4-digit registration code. This code ties all agency-identifying information together to ensure that your background check response is returned to the correct agency. **Below are the codes to use for Hartville R-II Schools.**

- 2196 Certified Teachers
- 2197 Substitutes
- 2198 Uncertified
- 2199 Bus Drivers
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### **Fingerprinting Fee**

The fee for the fingerprinting process is **\$44.80**. You will have the option to make this payment online at the time of registration or at your appointment.

### **Scheduling an Appointment (Non-Missouri residents)**

If you live outside the state of Missouri and cannot make an appointment for fingerprinting in Missouri, you may mail fingerprint cards directly to 3M/Cogent. You will need to contact the fingerprint processing company, 3M Cogent, at 1-877-862-2425 to make sure all information is recorded on the FBI fingerprint cards correctly before mailing them. The fee for this process is \$44.80. A check or money order must be made payable to 3M/Cogent.

### **Fingerprint Results**

If you are an educator, substitute teacher, or student teacher, your fingerprint information will be recorded automatically on your profile page in the online Educator Certification System. If you are an uncertified staff member or a bus driver, your results will be forwarded to the school district based upon the registration code you provided. Results of fingerprints are generally reported to the Educator Certification within 2-3 weeks from the date of appointment.

Additional information about the fingerprinting process may be viewed at the following website:

<http://dese.mo.gov/eq/cert/eq-cert-fingerprint-background.htm>

<http://dese.mo.gov/forms/documents/ApplicantsPrivacyRights.pdf>