



# Fort Zumwalt School District

110 Virgil Street  
 O'Fallon, MO 63366-2687  
 (636) 272-6620/St. Louis (636)240-2072  
 Fax: (636) 272-1059  
 www.fzschoools.org

## Application For CERTIFICATED EMPLOYMENT

Please complete the ENTIRE application prior to returning it.

LAST NAME	FIRST NAME	MIDDLE NAME	ALL OTHER NAMES FORMERLY USED		
SOCIAL SECURITY NUMBER			APPLICATION DATE		
PRESENT ADDRESS					
	STREET	CITY	STATE	ZIP	PHONE NUMBER
PERMANENT ADDRESS					
	STREET	CITY	STATE	ZIP	PHONE NUMBER
Name and Phone Number of Person Who Will Always Be Able to Contact You. (Do not put name of Spouse)					
					Phone ( )
<b>Your email address:</b>					

List below current Missouri certificates held. If you are currently a student, indicate below the certification you will receive upon graduation. Include photocopy or letter of eligibility. Please fill in subject and grade level and place a check mark next to appropriate type of certification.

Subject \_\_\_\_\_ Grade Level \_\_\_\_\_

Life		Initial	
PCI		Career	
PCII		Provisional	
CPC		Temporary	

Subject \_\_\_\_\_ Grade Level \_\_\_\_\_

Life		Initial	
PCI		Career	
PCII		Provisional	
CPC		Temporary	

Subject \_\_\_\_\_ Grade Level \_\_\_\_\_

Life		Initial	
PCI		Career	
PCII		Provisional	
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Subject \_\_\_\_\_ Grade Level \_\_\_\_\_

Life		Initial	
PCI		Career	
PCII		Provisional	
CPC		Temporary	

List below current out of state certificates:

area	grade	type
area	grade	type

**EDUCATION PREPARATION**

NAME AND LOCATION OF SCHOOL OR INSTITUTION	DATES OF ATTENDANCE	DEGREE RECEIVED	YEAR OF GRADUATION	MAJOR	HOURS IN MAJOR
<b>HIGH SCHOOL</b>					
Name _____ City _____					
<b>UNDERGRADUATE STUDIES</b>					
Name _____ State _____					
Name _____ State _____					
Name _____ State _____					
Name _____ State _____					
<b>GRADUATE STUDIES</b>					
Name _____ State _____					
Name _____ State _____					

Undergraduate Cumulative G.P.A. \_\_\_\_\_ Major Cumulative G.P.A. \_\_\_\_\_ Graduate Cumulative G.P.A. \_\_\_\_\_

<b>NONTEACHING WORK EXPERIENCE (List most recent experience first)</b>			
Employer	Location	Nature of Work	Dates

**POSITION DESIRED:** (check all that apply)

<input type="checkbox"/> <b>Elementary</b> (number in order of preferences) _____ Kindergarten _____ Primary (K-2) _____ Intermediate (3-5) _____ Support Area (music, art, physical education, etc.)	<input type="checkbox"/> <b>Middle School (6-8)</b> List subjects in order of preference 1. _____ 2. _____ 3. _____
<input type="checkbox"/> <b>Other Positions</b> (counselor, librarian, speech therapist, etc.) _____ _____ _____	<input type="checkbox"/> <b>High School (9-12)</b> List subjects in order of preference 1. _____ 2. _____ 3. _____

**STUDENT TEACHING**

NAME OF SCHOOL & LOCATION	DATES COMPLETED	GRADE(S) SUBJECT(S)	GRADE RECEIVED	COOPERATING TEACHER & SUPERVISING PRINCIPAL
Name _____ City _____ State _____ Phone # _____				Teacher's Name _____ Home Phone # _____ Principal's Name _____ Home Phone # _____
Name _____ City _____ State _____ Phone # _____				Teacher's Name _____ Home Phone # _____ Principal's Name _____ Home Phone # _____

**CONTRACTUAL TEACHING ONLY:**

List most recent experience first and indicate whether position was full-time (FT) or part-time (PT) equivalency. **DO NOT** list substitute teaching experience. ("*See Resume*" is not sufficient) List additional years on a separate sheet.

Name & Type of School (Elem./Middle/High/etc.)	Complete Address (List Street, City, State, Zip)	Grade(s) or Subject(s) Taught	No. Years		Dates		Reason for Leaving
			FT	PT	Beginning	Ending	

Total Number of Years Teaching Experience in a Public School System \_\_\_\_\_

Total Number of Years Teaching Experience in a Missouri Public School System \_\_\_\_\_

Have you ever worked for the Fort Zumwalt School District in the past? \_\_\_\_ Yes \_\_\_\_ No If yes, please list dates and positions. \_\_\_\_\_

Date Available for Position \_\_\_\_\_ Current Contract Expiration \_\_\_\_\_  
 Present Position \_\_\_\_\_ Salary \_\_\_\_\_  
 Reason for leaving present position \_\_\_\_\_

Present (or most recent) administrative supervisor(s):

Name \_\_\_\_\_ Phone \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

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



**PROFESSIONAL STATEMENTS:**

In your own handwriting, please answer the following questions within the space provided.

**What are your three most important reasons for wanting to be a teacher?**

**How much do you want to know about your students in order to be most helpful to them?**

**What three (3) things do you most want to know about your students?**

**What do you need to know in order to begin your lesson planning for a class?**

**What four key components do you believe you must include in your plan?**

**When you think about your students, in what major ways do you most want to influence their lives?**

**What two core teaching strategies do you most use to achieve this result?**

## INTERVIEW INFORMATION:

The Fort Zumwalt School District exists for the personal and educational growth and development of every student. It is, therefore, incumbent upon the district that only the most caring and competent teachers be selected for its classrooms. This goal may only be achieved by insuring that every applicant be afforded equal opportunity and consideration.

If you are selected for an interview, it will be conducted by one or more individuals who are highly trained to listen and analyze your responses. In order to further insure that your interview has been fairly and accurately evaluated, we prefer to video tape (or audio tape) the interview. Tapes are confidential and will be used only by those district officials responsible for assisting in evaluating you for employment.

## INTERVIEW AUTHORIZATION

I hereby authorize the Fort Zumwalt School District to record any employment interview I am granted on video or audio tape for the purpose of studying my qualifications for employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## 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\* alone 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 completed this form. Questions regarding this information should be directed to the Assistant Superintendent for Personnel. **Please read carefully and answer every question.**

*Please print clearly.*

1. 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 \_\_\_\_
2. 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 \_\_\_\_
3. Have you ever received a suspended imposition or execution of sentence? Yes \_\_\_\_ No \_\_\_\_
4. Are you currently on parole or probation? Yes \_\_\_\_ No \_\_\_\_
5. Has the Missouri Department 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 had engaged in the physical, emotional, psychological or sexual abuse or neglect of a child? Yes \_\_\_\_ No \_\_\_\_

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

\***CONVICTION** means the final judgment 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.

# Fort Zumwalt School District

*Working Together to Build the Foundation for Tomorrow*



## Mission Statement

*The mission of the Fort Zumwalt School District is to assure that its students, regardless of ability or economic level, are provided an education in such a positive and safe learning environment that all reach their potential. A strong commitment is made to promote the virtues of democracy, citizenship, self-discipline, the work ethic and the need to respect all members of society.*

## AN EQUAL OPPORTUNITY EMPLOYER

The Fort Zumwalt 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, its programs and activities. If you have any inquiries or complaints concerning the application of the Fort Zumwalt School District's policy of nondiscrimination, you may contact the Assistant Superintendent for Personnel at (636) 272-6620 or 240-2072.

**IMPORTANT: Before consideration for employment, the candidate must have the following on file with the Office of the Assistant Superintendent for Personnel:**

1. Completed application form
2. Complete set of transcripts
3. Placement files (preferred) or three letters of recommendation
4. Copy of Missouri teaching certificate(s) or letter(s) verifying eligibility.

This application form is active for one calendar year (January-December), but may be renewed/updated in person or in writing.

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My signature below authorizes the school district to conduct an investigation of my personal or employment history and authorizes any former employer or any 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 records agencies, previous employers, educational institutions, Missouri or other State Department of Social Service, 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 to any such information, and without limitation, hereby release the school district and the reference source from any liability in connection with its release or 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 any 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.

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Signature of Applicant

Date

## **PERSONAL STATEMENT**

Please write a brief statement in your own handwriting, giving your reasons for entering the teaching profession, your long range goals, and other pertinent information describing your qualifications.