

NEW HIRE AND SUBSTITUTE PROCESS

Rev. 8/04/2023

- Fill out and return the following to Jan at North Andrew R-VI, 9120 Hwy 48, Rosendale, MO 64483
 - Application
 - Copy of your teaching or sub certificate from DESE
 - You will have to be fingerprinted. Make an appointment by going to www.machs.mo.gov . The cost is approximately \$44.00. If you are a new hire – I need you to get fingerprinted ASAP because your contract approval is based on passing a background check.
 - The I-9 form will need to be completed and returned to Jan with the forms of identification as noted within 3 days prior to your beginning date. If you are subbing, this will be required on the 1st day you sub. I will need a copy of your driver's license and social security card OR a passport.
 - On the first day that you start work – I will need a canceled/voided check for direct deposit and a W4 form for taxes.
- **Substitute applicants** --- After we have received all of this and check your background and if you are cleared – we add you to the monthly sub list that goes before the Board of Education. If you are approved, we will be calling you to sub! Sub pay currently is \$105/day for certified position or \$14.00/hour - \$95/day for non-certified position or \$12.67/hour.

Thank you, Jan

NORTH ANDREW SCHOOL DISTRICT SUBSTITUTE TEACHING APPLICATION

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ - _____ - _____

EMAIL ADDRESS: _____

COLLEGE HOURS: _____

PREFERRED GRADES TO SUBSTITUTE FOR: _____

Application for Employment PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF TEACHER QUALITY AND URBAN EDUCATION
 EDUCATOR CERTIFICATION/CONDUCT AND INVESTIGATIONS
 POST OFFICE BOX 480 JEFFERSON CITY, MISSOURI 65102-0480
 (573) 522-8315

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**APPLICATION FOR SUBSTITUTE CERTIFICATE OF LICENSE TO TEACH
 OPEN RECORDS CHECK**

SECTION I: TO BE COMPLETED BY APPLICANT.

A. VITAL INFORMATION

SOCIAL SECURITY NUMBER*		FINGERPRINTS ARE AVAILABLE FROM IBT—866/522-7067	
CURRENT NAME (LAST, FIRST, MIDDLE)			
ALL MAIDEN/FORMER NAMES			
STREET ADDRESS			
CITY, STATE, ZIP CODE			
DATE OF BIRTH	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	PHONE NUMBERS H () W ()

B. LIST ALL COLLEGES/UNIVERSITIES YOU HAVE ATTENDED. SUBMIT TRANSCRIPTS FOR PROOF OF 60 CREDIT HOURS.

DATE	COLLEGE/UNIVERSITY	CREDIT HOURS EARNED OR ANY DEGREE(S) RECEIVED
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. PROFESSIONAL LICENSE, CERTIFICATE, PERMIT, CREDENTIAL, REGISTRATION, OR ENDORSEMENT IN MISSOURI OR OTHER STATE.

STATE	DATES HELD	TYPE OF PROFESSIONAL LICENSE, CERTIFICATE, PERMIT, CREDENTIAL, REGISTRATION OR ENDORSEMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. PROFESSIONAL CONDUCT (ALL QUESTIONS MUST BE ANSWERED).

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4212.

Please answer the following questions. If any of the questions are answered yes, please provide a separate statement of explanation.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Have you ever been charged with, convicted or entered a plea, including a plea of <i>nolo contendere</i> , to any felony or misdemeanor whether or not sentence was imposed or suspended, except minor traffic violations? If yes, explain fully. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been denied a professional license, certificate, permit, credential, endorsement, or registration? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has your professional license (except for driver's license), certificate, permit, credential, endorsement, or registration ever been disciplined, suspended, revoked, reprimanded, restricted, curtailed or voluntarily surrendered or do you have any pending complaints before any regulatory board or agency or is there any investigation or adverse action now pending against you? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever resigned, been restricted, disciplined, or discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, unethical behavior or unprofessional conduct, or are you under investigation for any such charge? | <input type="checkbox"/> | <input type="checkbox"/> |

*View Social Security Number Disclosure Notice at <http://dese.mo.gov/schoollaw/freqaskques/SSNUsage.htm>

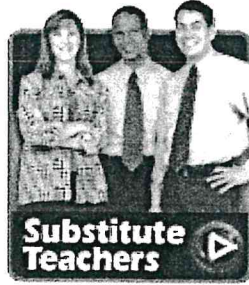
E. SWORN AFFIDAVIT

I, the below named applicant, hereby affirm under penalties of perjury that I am the applicant referred to in the preceding application for a certificate of license to teach in the state of Missouri, and that all statements and enclosures are true and accurate to the best of my knowledge, information and belief. I understand that any misrepresentation of facts may result in the denial or revocation of the requested certificate(s). I submit for consideration this application as required by the Missouri law governing the practice of teaching subject to the rules and regulations of the Missouri Department of Elementary and Secondary Education and the Missouri State Board of Education. I subscribe and agree to abide by all applicable laws and rules regarding the practice of teaching. I understand that the Missouri Department of Elementary and Secondary Education may require further information or evidence that it deems reasonable and proper. Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications. In addition, I grant permission to access any court, FBI, or police records related to arrests and convictions related to good moral character or personal fitness pertinent to my certification, and to probation or parole records as well.

APPLICANT'S SIGNATURE →	DATE
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**THIS FORM SHOULD BE RETAINED BY THE DISTRICT FOR AUDITING PURPOSES
 ORIGINAL SIGNATURE REQUIRED—NO FAXES OR PHOTOCOPIES.**

Checklist Substitute Teachers



Substitute Teacher

SUBSTITUTE CERTIFICATE APPLICATION PROCEDURE

In order to apply for a Missouri Substitute Certificate, you must submit all of the following items:

1. ONLINE SUBSTITUTE CERTIFICATE APPLICATION

- You will first need to create a profile in our certification system. Please follow the instructions outlined in the **Educator Certification System Help Guide** for the Certification System.
- After you have created a profile in our certification system, find the "applications" link in the menu on the left hand side of the screen to see a list of application types.
- Choose "Substitute" from the list to create an online application. Complete and submit the application.
- A processing fee of \$50 is required. The fee will be paid at the time the application is submitted online. Fees may be paid by credit/debit card or by e-check.

2. REQUIRED SUPPORTING DOCUMENTATION must be mailed to: Educator Certification, PO Box 480, Jefferson City, MO 65102-0480.

- ORIGINAL TRANSCRIPTS from ALL institutions you have attended. Please be sure to include your Social Security number or Educator ID number on all of the transcripts. Acceptable hours must be completed through a college or university that is regionally accredited through one of the following approved associations: AdvancEd, Higher Learning Commission, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges. Do not email copies of transcripts. Faxed, scanned, emailed, or photocopied transcripts will not be accepted. Electronic transcripts will be accepted directly from the National Student Clearinghouse. Transcripts become the property of the department and cannot be returned.

OR

- CERTIFICATE OF COMPLETION FROM APPROVED SUBSTITUTE TRAINING and
- COPY OF HIGH SCHOOL DIPLOMA, GENERAL EDUCATION DIPLOMA (GED), OR HIGH SCHOOL EQUIVALENCY TEST (HISSET). Copy of high school diploma, general education diploma (GED), or high school equivalency test (HISSET). Please be sure to include your Social Security number or Educator ID number. Faxed, scanned, or emailed documents will not be accepted. These documents become the property of the department and cannot be returned.

3. FINGERPRINT/BACKGROUND CHECK

- A **criminal fingerprint/background clearance** must be obtained before a certificate can be issued.

New Fingerprinting Option for Substitute Teachers

Now any substitute teacher may send the results of the substitute teacher's criminal history background check and fingerprint collection to five school districts where they submitted an application. The total amount of any fees for disseminating such results to up to five school districts under this subsection, 168.021, RSMo., will not exceed \$50. Information from the Missouri Highway Patrol on how the process works can be found on the [DESE fingerprinting](#) and [MACHS information](#) webpages and in the [Manual Fingerprint Instructions](#) document.

For questions about the manual fingerprint process, refer to Attachment A of the Manual Fingerprint Instructions document, or contact the Missouri State Highway Patrol at 573-526-6153 option 3, option 1, for the Record Check Processing Unit.



Missouri State Highway Patrol Applicant Fingerprint Services of Missouri

Applicant Fingerprint Form for State and FBI Criminal History Background Checks

Section One: Agency Information

AGENCY 4-DIGIT MACHS REGISTRATION NUMBER: 0061

Agency Name: NORTH ANDREW R-VI

Agency ORI: MO921271Z Agency OCA: 002-089

Section Two: The Missouri Automated Criminal History Site (MACHS)

For fingerprinting services through the state electronic fingerprint vendor, you must first register with the Missouri Automated Criminal History Site (MACHS). If you do not have internet access, you may contact the vendor (IDEMIA) at 844-543-9712 for assistance with registration.

MACHS Registration Instructions:

1. Log-on to www.machs.mo.gov
2. Click on the "blue box" [Click here to register with the fingerprint portal](#)
3. Click on the "blue box" [Click here to register with MACHS](#)
4. Enter the 4-digit registration number provided by your agency. Click "enter"
5. Enter your personal information in the appropriate fields and proceed through the registration process.
6. Near the end of registration, you will be asked to verify all personal data and agency information before proceeding. If all information entered is accurate and complete, click "complete registration." This will redirect you to IDEMIA's website for further instruction.
7. Please note your Transaction Control Number (TCN) and Universal Enrollment ID (UEID) for future reference.
8. UEID and DOB or method of contact and DOB will be required at the fingerprint vendor location to search for your registration.

The processing fee is automatically calculated based on the 4-digit registration number that was entered at the beginning of registration. All fees are payable to IDEMIA at the time of fingerprinting unless a billing account has been established by your agency.

Once fingerprinting is completed, IDEMIA will transmit your photo, personal data, and fingerprint images to the Missouri State Highway Patrol (MSHP) for processing. The results of the search will be provided to the authorized agency within approximately 1-5 business days. NOTE: IDEMIA does not have access to criminal history. For questions about your results, contact the requesting agency or MSHP. Please reference your TCN.

Missouri Applicant Fingerprint Privacy Notice

The Missouri Applicant Fingerprint Privacy Notice includes three (3) parts:

1. The State and National Rap Back Privacy Notice
2. The Noncriminal Justice Applicant Privacy Rights
3. The Privacy Act Statement

State and Federal Rap Back Privacy Notice

Applicants submitting their fingerprint images to the Central Repository for a fingerprint based criminal record check are advised that their fingerprint images will be retained in state and federal biometrics databases, pursuant to Section 43.540 RSMo. If the submitting agency participates in the State or State and National Rap Back Programs, fingerprint images will be submitted, searched and retained for the purpose of being searched against future submissions to the State and National Rap Back programs; fingerprint searches will also include latent print searches.

The "Missouri Rap Back Program" and "National Rap Back Program" shall include any type of automatic notification made by the State Missouri and/or the Federal Bureau of Investigation through the Missouri State Highway Patrol to a qualified entity indicating that an applicant who is employed, licensed, or otherwise under the purview of the qualified entity has been arrested for a reported criminal offense and the fingerprints for that arrest were forwarded to the Central Repository or the Federal Bureau of Investigation by the arresting agency.

By signing the Missouri Applicant Fingerprint Privacy Notice you are acknowledging the receipt of and agreeing to the terms of the State and National Rap Back Privacy Notice, the Noncriminal Justice Applicant Privacy Rights, and the Privacy Act Statement.

SIGNATURE: _____ DATE: _____

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. ¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. ²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. ³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.