

Newtown-Harris R-III

Classified/Non-Certified Staff Application

Phone: 660.794.2245
Mail To: 306 N. Main, Newtown, MO 64667
Or Scan and Email to: shubbard@nhtigers.k12.mo.us

Dear Applicant:

Thank you for your interest in applying for a position with the Newtown-Harris R-III School District. Please prepare the following items for a complete file for this position.

1. Write a letter of application (*directed to the Newtown-Harris R-III Board of Education, Attn: Stephanie Hubbard, Superintendent),* stating your interest in applying for this position.
2. Complete the enclosed application form.
3. Enclose a copy of your college transcript(s) if available.
4. Request 1-3 **recent** letters of recommendation be sent to the school.
5. Enclose a copy of your resume.
6. If you are chosen as a final candidate for employment, an FBI fingerprint background check and a Missouri child abuse check will be required.

Your application will become active once all of the above information has been received. Your application will remain active for 90 days, at which time you must resubmit a new application.

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

Sincerely,

Stephanie Hubbard
Superintendent

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Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

INFORMATION FOR APPLICANT-Please complete all items on this application form accurately and in detail. You should request your college placement office to forward your up-to-date credentials, and a copy of your transcripts. Personal interviews are required prior to consideration for employment. This application will remain on file for a two-year period. If you wish to be considered for employment following that time you must re-apply.

Personal Information:

Date:			
Full Name:			
Other Names that may appear on your transcripts or records:			
Current Address:			
Cell Phone Number:		**Email Address:**	

Job Information:

For what position are you applying?	
Have you ever worked for Newtown-Harris R-III? If so, when?	
Date of Application	
Date Available for Employment	
Why have you chosen to apply at Newtown-Harris R-III?	
What Missouri teaching certification(s) do you currently hold?	

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Education:

	Name & Location	Dates of Attendance	Name of Degree	Overall GPA
High School:				
College/University				

Have you attended colleges or universities not listed above?

Professional Teaching Experience:

Starting with your most recent year, list each year of teaching or administrative experience. Do not list student teaching, paraprofessional or substitute teaching experience.

Employer	Position	Dates of Employment	Supervisor

References:

Name:	Phone	Position

Are you legally eligible to work in the United States?

Additional Information:

	YES	NO
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)		
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)		
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?		
Have you ever failed to be re-employed by an educational institution?		
Have you ever been discharged or requested to resign from a position?		
If you answered "YES" to any of the questions above, please explain.		

Agreement

Applicants should acknowledge and agree to the following provisions as conditions for consideration of their application for employment. Please initial next to each statement.

I hereby authorize my current and former employers and references to furnish any information about me and about 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.	
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.	
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.	
I understand that this application will be considered active for 90 days. I understand that if I wish my candidacy to remain open after that date I must submit another application.	
Signature: **Date:**	

****Application Updated March 2026**