

Substitute Teaching Applicants:

Please fill out the attached application pages, W-4s, and I-9. Bring your completed forms, W-4s, I-9 (along with acceptable I-9 documentation), and sub certificate to:

Michelle LaFollette  
Strafford R-VI Schools  
201 W. McCabe  
Strafford, MO 65757

Once we have received your completed application, we will give you instructions to complete your background check if you do not currently have one.

As a substitute in the Strafford R-VI School District, you are eligible to participate in the District's 403(b) Plan through CPI and Boehne Financial Group. If you are interested in learning details about the plan, please call Boehne Financial Group at 417-881-0009.

Cordially,

Michelle LaFollette  
michellel@straffordschools.net  
(417) 736-7000 ext. 1502

## Sub Certificate Application Process is "On-Line!"

1. Applicant applies for substitute certificate on-line <http://dese.mo.gov> under Web Applications (middle of page)  
You will need to register if you do not already have a login & password with DESE.
2. Mail original transcripts to DESE  
(write in educator ID or SS number and "SUB CERT")  
mail to DESE, Attn: Certification, PO Box 480,  
Jefferson City, MO 65109
3. Certificate will be "issued" - not mailed.  
Applicant can print a copy on your computer.

**SUBSTITUTE TEACHER APPLICATION  
STRAFFORD R-VI SCHOOL DISTRICT  
201 W. McCABE ST  
STRAFFORD, MO 65757**

NAME \_\_\_\_\_  
Last First Middle

PHONE NUMBER \_\_\_\_\_  
Home number Cell number

BIRTHDATE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DO YOU HAVE A MISSOURI TEACHING CERTIFICATE? \_\_\_\_\_

IF YES, IS IT A LIFETIME CERTIFICATE? \_\_\_\_\_

DO YOU HAVE A MISSOURI SUBSTITUTE CERTIFICATE? \_\_\_\_\_

EXPERIENCE \_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST PREFERENCES IN REGARD TO SUBJECT AND GRADE LEVEL  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES: PLEASE LIST THREE

NAME	PHONE NUMBER	OCCUPATION
_____	_____	_____
_____	_____	_____
_____	_____	_____

DAYS YOU ARE AVAILABLE TO SUB: \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

