

APPLICATION TIPS

For some employers you will have to complete a regional online application (MoREAP) and for others you will be asked to complete the school or school district's application. **Applications are as important to your job search as your resume, letter of interest, and other documents in your application packet.** Following are some tips to assist you in completing your applications whether they are online or paper.

1. Begin one semester prior to graduation. Do not wait until your student teaching has been completed.
2. For online applications, print the application first and write in your answers before completing the final submission. For print applications, complete a rough draft first.
3. Read ALL the directions carefully and follow the directions exactly. If in doubt, contact the employer's human resource department and ask for clarification.
4. Do not assume all application processes are alike.
5. Be consistent with the information you provide on the application and on your resume.
6. Make sure your dates are accurate.
7. Include the type, the grade level, and the subject of your certifications.
8. Be honest. Do not make up or embellish an answer.
9. Follow grammatical rules at all times. Errors in spelling, grammar, and sentence structure are unacceptable.
10. Respond to each question posed on an application. In the rare case that a question is not applicable, enter "not applicable." Never answer a question with "See Resume."
11. Do not squeeze your answers in or write outside of the margins.
12. List teaching and child-centered experiences in chronological order, with most recent experiences listed first.
13. Include noteworthy accomplishments such as special honors and awards (including scholarships), grade honors (like Dean's List, Latin honors), leadership roles in student organizations, publications you may have authored.
14. List extra-curricular activities you may be willing to sponsor or coach.
15. Some applications will have short answer questions or you may be asked to write a philosophy statement. Areas covered may be: why do you want to be a teacher, what do you want to know about your students, what are the key components of a lesson plan, and what are your core teaching strategies. Your answers should focus on student learning.
16. Make your responses clear and concise.
17. Convey in your answers that you have a vision and a passion for educating children.
18. Make sure your written answers are legible.
19. Always include references on your application. Select individuals who can evaluate your teaching performance/potential. Only list people who have agreed to be contacted. Include an alternate phone number to contact during school breaks.
20. Update and resubmit your application if your experiences or information changes.
21. Proof read, and then ask a trusted friend or colleague to proof read, all your application materials before final submission.

MOREAP APPLICATION PROCESS

Many St. Louis area districts are using The Regional Education Applicant Placement (REAP) Program that can be accessed at the web site: www.moreap.net (for participating school districts in other states go to www.reap.net). Fill out the registration form to sign-up online. You must create a user name and password that will enable you to update and modify your application in the future. The application can be completed in stages and submitted when completed. Note: Each time you enter an update, your application moves to the top of the listing (REAP list applications in date order.)

Start entering your information into the Internet web site as soon as possible. Remember to list your practicum/student teaching even if it is not completed (in the grade column enter the letters CE). There are eleven sections of information which establish your job profile, including job preferences. In addition to factual questions, there are seven questions that are designed to evaluate your teaching orientation (you will have space for 300 computer characters for each question). Think about your answers to these questions. Some districts will score them to determine if you will be asked to come for an interview. The questions are:

- What are your three (3) most important reasons for wanting to be a teacher?
- How much do you want to know about your students in order to be 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 (4) 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?
- List and describe two (2) core-teaching strategies you most utilized in your classroom?

The information gathered about you is extensive and takes time to complete. Many districts want you to have completed your REAP application before you contact them. If you have questions while you are completing the application, call the REAP help desk at 314-692-1205 or 1-800-288-8115.

Additional features of the REAP web site are:

Employment Center -- Teachers, Students and all potential candidates may browse available openings.

Help Desk – The REAP Applicant Guide (in PDF format)

Links -- Educational links to: Cooperating School Districts of Greater St. Louis, Missouri State Government, Missouri Department of Elementary and Secondary Education (DESE), Missouri School District Directory, Missouri Coordinating Board for Higher Education (MOCBHE), and the US Department of Education home page and No Child Left Behind.

When you use the computerized application, also send your target school districts a resume with a personalized cover letter. Indicate that you have applied using the REAP computer application and would like to be considered for employment in their district.

You will need to **request individual applications from Districts that are not REAP Participating School Districts.** Check out the list of participating districts on the REAP web site and the school district's web site for detailed instructions. Each application is different so be sure to include all the information requested.