

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.