

**Moberly Public**

926 KWIX Road  
Moberly, MO 65270



**School District**

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[www.moberly.k12.mo.us](http://www.moberly.k12.mo.us)

**Mrs. Kim Gaines**  
Assistant Superintendent  
Curriculum & Instruction

**Mrs. Gena McCluskey**  
Superintendent of Schools

**Mr. Tim Roling**  
Assistant Superintendent  
Personnel & Special Programs

*"Accredited With Distinction"*

August 1, 2011

Dear Applicant;

Please review the following detailed memo in an effort to reduce any confusion. My goal is to explain the employment application/new hire process with the Moberly School District.

Along with the completion of the employment application and applicable resume and transcripts, we require two current letters of professional or personal reference as indicated on our employment application. The letters can be typed or handwritten; they must be signed; and they must accompany your application when submitted for employment consideration.

If your employment application is submitted without the required letters of reference, your employment application will be considered incomplete.

In addition, all candidates hired by the Moberly School District will be required to have a mandatory Department of Elementary and Secondary Education (DESE) background investigation. This must be conducted within two weeks of the official start date. The background investigation includes being fingerprinted at an approved facility. The cost of the background investigation will be at the expense of the new hire. This fee is not reimbursable by the Moberly Board of Education. Upon printing, IBT will provide a paid receipt for the printing fee. You must provide a legible copy of this receipt to my office as verification of your printing appointment.

If you have been fingerprinted and have received "clear" background results under another employer within the last 6 months of applying for employment with the Moberly School District, you must submit the DESE "clear" background results with your application of employment and other required documents. If your "clear" fingerprint results are older than six months, DESE requires that you be fingerprinted again for employment consideration with any new school district/new employer.

On the last page of the employment application information packet you will find a yellow colored sheet. This very important sheet contains detailed information regarding the mandatory fingerprint process. **Please keep this cover memo and the yellow sheet for future reference.**

Thank you in advance for your interest in employment with the Moberly School District.

Sincerely,  
Katie Painter  
Personnel Secretary