

Tecumseh Public Schools
Tecumseh, OK 74873
Employment Application
"An Equal Opportunity Employer"

CLERICAL ASSISTANT APPLICATION

Name _____ Telephone _____

Address _____

EDUCATION(please attach a copy of your transcripts)

High School Attended _____ Did You Graduate _____

College Attended _____ Completed Hours _____

Degree _____ Date Degree Received _____

Have you attended any other type of Higher Education Institutions such as Business School or Vocational Technical School, and if so, where? _____

EMPLOYMENT

Please list you last employers:

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Date</u>

REFERENCES

Please list the names and addresses of two persons, other than relatives

<u>Name</u>	<u>Address</u>	<u>Phone</u>

Any other skills or training which would be applicable to the position for which you are applying: _____

Have you ever been convicted of a Felony? Yes _____ No _____

If yes, explain _____

The Tecumseh Public Schools does not discriminate on the basis of race, color, national origin, sex/gender, age, or qualified disability.

I hereby certify that the statements contained in this application are true and correct to the best of my knowledge and belief. I understand that any false statement or omission of material facts may void my application or subject me to immediate dismissal.

Date _____ Applicant Signature _____