**APPLICATION FOR EMPLOYMENT**

**HINTON PUBLIC SCHOOLS**

**P.O. BOX 1036**

**HINTON, OK 73047**

**405-542-3257**

**We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.**

**Hinton Public Schools is an Equal Opportunity Employer.**

**Please Print or Type**

**PERSONAL:**

**Position(s) applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How did you learn about us? Advertisement:\_\_\_ Relative: \_\_\_ Employment Agency: \_\_\_ Friend: \_\_\_ Other:\_\_\_**

1. **Are you legally eligible for employment in the USA? YES \_\_\_\_\_ NO \_\_\_\_**

**(Proof of Citizenship or immigration status and legal**

**working age will be required upon employment.)**

1. **Have you ever filed an application with us before? YES \_\_\_\_\_ NO \_\_\_\_**
2. **Have you ever been employed with us before? YES \_\_\_\_\_ NO \_\_\_\_**
3. **Are you currently employed? YES \_\_\_\_\_ NO \_\_\_\_**
4. **May we contact your present employer? YES \_\_\_\_\_ NO \_\_\_\_**
5. **What date would you be available for work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **Are you available to work: Full Time \_\_\_\_ Part Time \_\_\_\_ Temporary \_\_\_\_\_**
7. **Are you currently on “lay-off” status and subject to recall? YES \_\_\_\_\_ NO \_\_\_\_**
8. **Have you ever been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_**
9. **Have you ever been convicted of a misdemeanor? YES \_\_\_\_\_ NO \_\_\_\_**
10. **Are you willing to have a criminal background check? YES \_\_\_\_\_ NO \_\_\_\_**
11. **Are you willing to submit to a physical examination/drug**

**screening after being selected for employment? YES \_\_\_\_\_ NO \_\_\_\_**

**If you answered “YES” to questions 9 or 10; or “NO” to questions 11 or 12 please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Elementary** | **High School Diploma/GED** | **Undergraduate College/University** | **Graduate/Professional** |
| **School Name and Location** |  |  |  |  |
| **Years Completed** | **4 5 6 7 8** | **9 10 11 12** | **1 2 3 4** | **1 2 3 4** |
| **Diploma/Degree and Dates** |  |  |  |  |

**Describe any specialized training, apprenticeship, skills and extra-curricular activities:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**State any additional information you feel may be helpful to us in considering your application:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List professional /trade/business/civic activities and offices held (you may exclude memberships which would reveal sex,, race, religious, national origin, age, ancestry or handicap or other protected status):**

**WORK HISTORY (list most recent employers first): Attach sheet if necessary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name Address/Phone #** | **Job Title** | **Supervisor** | **Dates Employed** | **Reason For Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Have you ever had experience in the US Military? YES\_\_\_\_\_NO \_\_\_\_\_**

**If yes, describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATEMENT OF CERTIFICATION ----APPLICANT SIGNATURE: By signing this application, I certify that the information provided anywhere in this application is true, correct and complete to the best of my knowledge and belief, I acknowledge that should investigation at any time disclose any misrepresentation or falsification, my application may be rejected, my name may be removed from further consideration, and I may be disqualified from future examination and/or terminated from employment. I authorize the Hinton Public Schools to make all necessary and appropriate investigations allowable by law to verify the information provided:**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**