

Tecumseh Public Schools

Tecumseh, Oklahoma 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 your last two employers:

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Dates</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 SCHOOL DISTRICT 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 _____

