

OOLOGAH-TALALA PUBLIC SCHOOLS

Certified Employee

APPLICATION FOR EMPLOYMENT

10700 S. Hwy. 169 North

P.O. Box 189

Oologah, OK 74053

(918) 443-6080 – Fax (918) 443-9088

www.oologah.k12.ok.us

Oologah-Talala Public Schools is an equal opportunity employer and adheres to the principles and practices which prohibit discrimination in employment on the basis of race religion, gender, age, national origin or handicap.

Personal Data:

Last Name:	First:	Middle:
------------	--------	---------

Address:	City:	State:	Zip Code:
----------	-------	--------	-----------

Home Phone:	Cell Phone:	Email:	Teacher #:
-------------	-------------	--------	------------

Position(s) Applied For:

(First Choice)	Grade Level	Subject
(Second Choice)	Grade Level	Subject

Education and Training:

Name, Address, City, State, Zip of Institution	No. of years completed	Diploma, Degree or Major
High School		

College

College

College

Certification

Type _____ Endorsement/Fields _____

State _____ Date of Issuance _____ Expiration _____

Type _____ Endorsement/Fields _____

State _____ Date of Issuance _____ Expiration _____

General Information

This application should include an up-to-date transcript and copy of current Oklahoma certification. A current resume may accompany this application.

Personal interviews will be arranged by the personnel office. You will receive no further reply unless you are being considered for a specific position.

Have you been previously employed by Oologah Public Schools? Yes No
If yes, When? _____ What position? _____

Oklahoma State Law prohibits the employment of individuals directly related to members of the Board of Education. Are you related to any member of the Oologah-Talala Board of Education? Yes No
If yes, please indicate and name the relationship. _____

Are you related to any employee of Oologah-Talala Schools? Yes No
If yes, please indicate and name the relationship. _____

Do you agree to sign an authorization and release form to obtain a national felony record search with prospective employee's name and social security number? Yes No

Do you agree not to smoke in school facilities or vehicles? Yes No

Have you ever entered a plea of guilty or nolo contendere to a state or federal felony charge? Yes No

Have you ever been convicted of a state or federal felony offense? Yes No

Have you ever been charged with a state or federal offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? Yes No

Have you ever entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? Yes No

Student Teaching Experience (To be filled out by applicants without teaching experience.)

Subject/Grade Level _____ Date _____
Name of School _____ District _____
Supervising Principal _____ Supervising Teacher _____
College/University _____ Supervising Professor _____

Employment Experience

List present employer or most recent employer first. (If additional space is needed, please continue on a separate sheet of paper.) Experience should include only teaching or administrative experience in a duly accredited public or private school, college or university, on a regular full time bases. Do not include substituting or student teaching experience. May we contact your present employer? Yes No

Employer: _____

Address, City, State, Zip: _____

Phone No.: _____ Dates Employed: From _____ To _____

Grade/Subject Taught: _____ Principal/Supervisor: _____

Employer: _____

Address, City, State, Zip: _____

Phone No.: _____ Dates Employed: From _____ To _____

Grade/Subject Taught: _____ Principal/Supervisor: _____

Employer: _____

Address, City, State, Zip: _____

Phone No.: _____ Dates Employed: From _____ To _____

Grade/Subject Taught: _____ Principal/Supervisor: _____

Honors and Achievements

List any special honors or achievements while attending college or university.

Extra Curricular Preference

Based on ability, interest and experience, check those activities that you can direct or sponsor:

- | | | |
|---|---|--|
| <input type="checkbox"/> School Yearbook | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Athletics (Specify) |
| <input type="checkbox"/> Student Government | <input type="checkbox"/> Instrumental Music | _____ |
| <input type="checkbox"/> Club Sponsor | <input type="checkbox"/> Vocal Music | _____ |
| <input type="checkbox"/> Class Sponsor | <input type="checkbox"/> Speech/Debate | _____ |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Other | _____ |

References:

Preferably references submitted should consist of school people. Experienced teachers should submit names of former principals or supervisors and inexperienced teachers should submit names of supervising teachers in their student teaching experience.

Name	Address	Phone	Occupation
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Person to be notified in case of emergency: (Name, Address and Phone) _____

In order that the officials of the Oologah-Talala Public Schools may be fully informed as to my personal character and qualifications for employment, I hereby authorize the Oologah-Talala Public Schools to contact any former employer or other person whom they wish to contact concerning my personal character and qualifications, and I hereby release any such persons and the Oologah-Talala Public Schools from any and all liability for information provided or obtained as a result of these inquires.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information, misrepresented information or significant omissions may disqualify me from further consideration for employment and may be considered justification for immediate termination at any time prior to or after my employment with the Oologah-Talala Public Schools may have commenced.

Signature

Date

“An Equal Opportunity Employer”

FOR OOLOGAH-TALALA PUBLIC SCHOOLS PERSONNEL OFFICE USE ONLY		
Date Interviewed: _____	By: _____	Remarks: _____

Date Interviewed: _____	By: _____	Remarks: _____
