



701 S. J.T. Stites Blvd.  
Sallisaw, OK 74955  
918-775-5544

# Application for Certified Instructional or Administrative Position

Date Accepted: \_\_\_\_\_  
Accepted By: \_\_\_\_\_

Do Not Write In This Space.

- Basic Information
- W-4 Form
- ID Forms
- Loyalty Oath
- Ethnicity Form
- Criminal History Check
- Oklahoma Certification

## Personal

Last Name	First Name	Middle	Home Phone
Street Address			Mobile Phone
City	State	Zip	Business Phone
Have you ever applied for employment with Sallisaw Public Schools? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Month and Year: _____ What Position? _____			Social Security Number (optional)
Have you ever been employed with Sallisaw Public Schools before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: From _____ to _____ What Position? _____			Position Applying For
Name of Relative	Relationship	Position Held	
Alternate Contact (Person who will know where you may be reached)			Phone

## Certificate

Oklahoma Teaching Certificate Number \_\_\_\_\_ Expiration Date: \_\_\_/\_\_\_/\_\_\_  
(Attach Photocopy of Certificate)

Pending (If certificate is not received within six months, application will be discarded.)

Out-of-State Teaching Certificate Number \_\_\_\_\_

## Area(s) of Interest

<b>Elementary</b>	<input type="checkbox"/> Pre-K	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Grades 1-3	<input type="checkbox"/> Grades 4-5
<b>Secondary</b>	<input type="checkbox"/> Grades 6-8	<input type="checkbox"/> Grades 9-12	<input type="checkbox"/> Language Arts	<input type="checkbox"/> Math
	<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Tech Education	<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies
	<input type="checkbox"/> Elementary K-5	<input type="checkbox"/> Secondary 6-12	<input type="checkbox"/> Vocational Ed.	<input type="checkbox"/> Home Ec.
<b>Elementary</b>	<input type="checkbox"/> Speech Path.	<input type="checkbox"/> Psychologist		
<b>General</b>	<input type="checkbox"/> Administrator	<input type="checkbox"/> Principal	<input type="checkbox"/> Counselor	<input type="checkbox"/> Media Specialist
	<input type="checkbox"/> Art	<input type="checkbox"/> Music	<input type="checkbox"/> PE/Health	

Other	
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## Education

	Name and Location of School/University	Course of Study Major/Minor	Number of Years or Credit Hours Completed	Did you Graduate?	Degree, Diploma or Certificate Received
High School					
College					
College					
College					

## Teaching Experience

List in chronological order beginning with the most recent, including student teaching, if applicable.

Name and Phone Number of School/Business	Principal/Supervisor	Grade/Subject	No. of Years	From Month/Year	To Month/Year

## Non-Teaching Experience

List in chronological order beginning with the most recent, including student teaching, if applicable.

Name and Phone Number of School/Business	Principal/Supervisor	Grade/Subject	No. of Years	From Month/Year	To Month/Year

## References

Character References (not related to you)

Full Name of Reference	Title	Company/School	Phone Number

How did you hear about us?

How did you learn about this job opening?

Employee or Friend    
 Newspaper    
 Internet    
 Walk-In    
 Other \_\_\_\_\_

# Felony Questionnaire

Have you ever:

- Yes  No Entered a plea of guilty or nolo contendere to a state or federal charge?
- Yes  No Been convicted of a state or felony offense?
- Yes  No Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?
- Yes  No 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 Been approved for or entered into a deferred prosecution agreement with any prosecuting authority?

If yes to any of the above questions, please explain in detail:

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***Applicant understands providing a false response to one or more of the above questions will deny employment or may cause dismissal from employment if the false response is learned of after employment.***

## Signature

I hereby declare the information provided by me in this application for employment and supporting documentation is true, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application or my supporting documentation shall be considered cause for dismissal.

My signature below authorizes investigation of all statements made by me on this application and authorizes Sallisaw Public Schools to contact my references and former employers (as indicated) and authorizes contacted persons to respond to questions from Sallisaw Public Schools. I further authorize Sallisaw Public Schools to conduct a criminal background check.

This application will be retained for no more than one year. If I am not hired during that period of time, I must complete a new application in order to be considered for employment. It is my responsibility to notify human resources of my intent to apply for any open positions at Sallisaw Public Schools.

Sallisaw Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, national origin, gender or disability. This policy encompasses recruitment, selection, assignment, promotion and other terms, conditions and benefits and privileges associated with employment. This policy also extends to the educational programs and activities operated by the district.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***To ensure consideration for an employment interview, applicant must provide the following documents to complete the applications file: (1.) Cover letter expressing desired position and interest in the Sallisaw School System. (2.) Resume (3.) Oklahoma Teaching Certificate (or assurance of ability to be certified) (4.) Transcripts (5.) A copy of a daily lesson plan.***



**SALLISAW**  
PUBLIC SCHOOLS