

**BISHOP PUBLIC SCHOOL  
APPLICATION FOR EMPLOYMENT  
CERTIFIED**

Notice to applicants: This school district does not intentionally discriminate in its employment policies on the basis of race, national origin, religious beliefs, age, disabilities, or gender.

Position(s) for which you wish to be considered: \_\_\_\_\_

**General Information**

1. Name \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First MI
2. Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Street City State Zip Code
3. Are you a United States citizen? Yes \_\_\_ No \_\_\_
4. If not, what documentation do you have to show that you are legally eligible to work in the United States? \_\_\_\_\_  
\_\_\_\_\_
5. When are you available to start working? \_\_\_\_\_
6. List Oklahoma certification presently held and certificate number or attach a copy of your teaching certificate. \_\_\_\_\_  
\_\_\_\_\_
7. What certification is pending, dependent upon passing required testing? \_\_\_\_\_  
\_\_\_\_\_
8. When will you take your certification test? \_\_\_\_\_
9. Do you have certification issued by another state? Yes \_\_\_ No \_\_\_
10. What out of state certification do you hold? \_\_\_\_\_  
\_\_\_\_\_
11. Are you presently employed? Yes \_\_\_ No \_\_\_
12. If currently employed, are you employed by a school district? Yes \_\_\_ No \_\_\_
13. If currently employed by a school district, have you already submitted a resignation to the district and have you been released from contractual obligations past the effective date of the resignation? Yes \_\_\_ No \_\_\_
14. Have you previously applied for employment with this district? Yes \_\_\_ No \_\_\_
15. Do you or your spouse have a relative who is either a member of the Bishop School Board Of Education or is employed in the Bishop School District? Yes \_\_\_ No \_\_\_ If yes, please give the name and relationship of each.  
\_\_\_\_\_

**Educational Background**

1. High School \_\_\_\_\_
2. Undergraduate University or College \_\_\_\_\_ Graduation Date \_\_\_\_\_
3. Degree Received \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_
4. Other Undergraduate University or College \_\_\_\_\_ Dates Attended \_\_\_\_\_
5. Postgraduate University \_\_\_\_\_ Dates Attended \_\_\_\_\_

**Teaching Experience**

The District will conduct background checks to verify information provided. Provide the following information, beginning with your current or most recent district employer.

1. Student Teaching:

A. Name of School \_\_\_\_\_ Date Started \_\_\_\_\_  
Address of School \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Grade or Subject Taught \_\_\_\_\_ No. of Weeks \_\_\_\_\_  
Name of College Supervisor \_\_\_\_\_ Name of Cooperating Teacher \_\_\_\_\_

2. School District Employment:

A. School District \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Address of School District \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Subject and/or Grades Taught \_\_\_\_\_ Name of Principal \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

B. School District \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Address of School District \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Subject and/or Grades Taught \_\_\_\_\_ Name of Principal \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

C. School District \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Address of School District \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Subject and/or Grades Taught \_\_\_\_\_ Name of Principal \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

3. Total Number of Creditable Years: (one creditable year is defined as 120 full time days)

Total years teaching experience in Oklahoma \_\_\_\_\_

Total years teaching experience out of state \_\_\_\_\_

Total years military service \_\_\_\_\_

Please attach an updated resume and letters of recommendation as well as your college placement file and additional employment experience.

**Employment History (Non Teaching Experience):**

A. Company \_\_\_\_\_ Job Title \_\_\_\_\_  
Company Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Supervisor \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

B. Company \_\_\_\_\_ Job Title \_\_\_\_\_  
Company Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Supervisor \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Criminal Activities**

Information concerning past illegal acts will be considered along with the time of the offense, the seriousness and nature of the violation, any rehabilitations and subsequent employment history.

1. Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_  
If so, please provide details \_\_\_\_\_

2. Have you ever been convicted of a criminal offense involving illegal drugs or alcohol? Yes \_\_\_ No \_\_\_  
If so, please provide details \_\_\_\_\_

3. Have you ever been convicted of any criminal offense involving minors? Yes \_\_\_ No \_\_\_

If so, please provide details \_\_\_\_\_

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### **Driving Record**

1. Do you have a valid Oklahoma CDL? Yes \_\_\_ No \_\_\_ Do you have a valid OSDE driving certificate? Yes \_\_\_ No \_\_\_

2. Has your driver's license been suspended within the last five (5) years? Yes \_\_\_ No \_\_\_

If so, what was the reason for suspension, and when was it reinstated? \_\_\_\_\_

3. Have you ever been convicted of driving under the influence of drugs or alcohol? Yes \_\_\_ No \_\_\_

If so, please provide details \_\_\_\_\_

### **Verification**

I authorize the verification of all references and information contained in this application, and hereby declare that the information given by me in this application is true and complete. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application or my termination if I have been employed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant