



MADILL PUBLIC SCHOOL DISTRICT

601 West McArthur
Madill, OK 73446
(580) 795-3303

Personnel Use Only	
<input type="checkbox"/> Resume	<input type="checkbox"/> References
<input type="checkbox"/> Transcript	<input type="checkbox"/> Certificate
<input type="checkbox"/> OSBI Background Check	
<input type="checkbox"/> Care & Prevention / Coach	

APPLICATION FOR EMPLOYMENT

The Madill School Board is an Equal Opportunity Employer

PERSONAL DATA

NAME

_____ (Last Name) (First Name) (Middle)

Any other name(s) under which transcripts, certificates and former applications may be listed:

NAME(S)

PRESENT ADDRESS

_____ (Street) (City/State) (Zip)

PERMANENT/ OTHER ADDRESS

_____ (Street) (City/State) (Zip)

TELEPHONE NO.

(____) _____ (____) _____ (____) _____
(Present) (Cell / Other) (Work)

My signature below authorizes representatives of the Board of Education of the Madill Public School District to conduct a background investigation and authorizes release of information in connection with my application for employment. Information sought may include such information as criminal convictions or results of civil litigation, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my rights of access to any such information, and without limitation hereby release the Board of Education of the Madill Public School District and the references source from any liability in connection with its release or use.

I certify that I have made true, correct and complete answers and statements on this application for employment. I understand that any omission or false statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ me or for my discharge, if employed.

_____ Date

_____ Signature

Position(s) applied for:

- | | | |
|---|--|--|
| <input type="checkbox"/> Administrator / Supervisor | <input type="checkbox"/> Pre-K - 1st grade | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> 2nd - 5th grade | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Athletic Coach | <input type="checkbox"/> 6th - 12th grade | <input type="checkbox"/> Bus Driver |
| <input type="checkbox"/> Guidance / Counselor | Subject: _____ | <input type="checkbox"/> Other _____ |

Availability:

- Full-time Part-time Substitute

APPLICATION MATERIALS PENDING
PROCEED WITH HIRING PROCESS:

BOARD DATE OF APPROVAL: _____

EDUCATIONAL BACKGROUND Copy of transcripts of all completed college/university coursework should accompany this application. An official transcript (with college/university seal) will be required upon employment.

Level of Education	School / College / University	City / State	Dates Attended		Degree Received
			From	To	
High School					
College / University					
Major Area (undergrad)	Minor Area (undergraduate)	Major Area (Graduate)	Minor Area (Graduate)		

TEACHING EXPERIENCE (Place student teaching on first two lines.)* Use additional sheet if needed.

School and System	Address-Street, City, State, Zip	Grades or Subjects	From Mo/Yr	To Mo/Yr

WORK EXPERIENCE (Other than teaching)

Employer	Address-Street, City, State, Zip	Position	From Mo/Yr	To Mo/Yr

MILITARY

Have you served in the military? () Yes () No
Branch of Service _____ Active Service Dates _____
Honorable Discharges () Yes () No Rank at Discharge _____
Significant duties / honors: _____

CERTIFICATION Enclose a copy of all valid OKLAHOMA CERTIFICATES or other certificates you hold.

Type of Oklahoma Teaching Certificate You Hold	Date Issued	Date of Expiration	Certificate Number	Subjects/Grades Appearing on Certificate
<i>List any out-of-state certificates</i>				

If "pending", please indicate date application was forwarded to the Oklahoma State Department of Education.
 Date forwarded: / /

Are you National Board Certified? () Yes () No

GENERAL INFORMATION

If employed presently, why do you wish to leave?		
If hired, on what date would you be available to start work?		
Are you currently under contract? If yes, where?	() Yes	() No
Have you ever been refused tenure or a continuing contract? If yes, please attach an explanatory statement.	() Yes	() No
Have you ever had a license or certificate revoked or suspended? If yes, please attach an explanatory statement	() Yes	() No
Have you ever been discharged or requested to resign from a position? If yes, please attach an explanatory statement	() Yes	() No
Have you previously applied with Madill Public School District, or have you ever been employed by Madill Public School District?	() Yes	() No
Are you a United States citizen?	() Yes	() No
Have you ever been convicted of a felony? If yes, please attach an explanatory statement.	() Yes	() No
Do you have criminal charges or proceedings pending against you? If yes, please attach an explanatory statement.	() Yes	() No

PUPIL ACTIVITY INFORMATION

Place an "x" by any activities, which you are qualified to coach or direct. Use an "xx" to show actual coaching or directing experience. Provide additional information if you desire.

- | | | |
|-------------------------|---------------------|-----------------------|
| _____ Athletic Director | _____ Softball | _____ Drama |
| _____ Baseball | _____ Tennis | _____ Yearbook |
| _____ Basketball | _____ Track | _____ Newspaper |
| _____ Cross-Country | _____ Volleyball | _____ Class Advisor |
| _____ Football | _____ Marching Band | _____ Student Council |
| _____ Soccer | _____ Cheerleading | _____ Debate |
| _____ Wrestling | _____ Choir | _____ Other _____ |

OTHER INFORMATION

To avoid any conflict of interest, list any local school board members or school employee relative(s) in the school district and state relationship.

REFERENCES

List the names and addresses of three persons not related to you who can speak with knowledge of your personal and professional qualifications for the assignment which you seek.
 Teaching applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience.
 Beginning teachers must include references from their student teaching supervisor(s) and cooperating teacher(s).

Name of Reference	Position	Complete Address	Telephone Number

The Madill Public School District does not discriminate on the basis of gender, religion, race, color, ethnicity, age, sexual orientation and /or disability or any other characteristic, in its educational programs or employment. No person shall be denied employment solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position or program for which application has been made.

DIRECTIONS FOR APPLICANT

PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:

CERTIFICATION

- A copy of your current Oklahoma Teaching Certificate or Certificate of Eligibility should be submitted with your application.

OTHER DOCUMENTS

- A cover letter of interest, including a statement reflecting your educational philosophy and benefits.
- Up-to-date resume
- Three letters of reference
- Copy of transcripts (Official(s) with seal are required before hiring.)

Please send all documents together with your packet.
 Your file is considered **complete and active** as soon as we receive all of the above. **We will keep your application on file for one school year.** During that time we will review your application each time a position becomes available for which you are qualified. You may notify our office to update your application and keep it on file for an additional year.

Please mail your application packet to:

Madill Public Schools
601 W. McArthur
Madill, Ok 73446

PERSONNEL USE ONLY

Date of Interview _____ Date of Board Approval _____

Effective Date _____ Placement _____