

**HUGO PUBLIC SCHOOLS APPLICATION
FOR
CERTIFIED PERSONNEL**

Date: _____

Name: _____
(Last) (First) (Middle) (Social Security Number)

Present Address:

Street or P.O. Box _____

City _____ State _____ Zip _____

Telephone: (____) _____

Position for which you are applying: If teacher, state subject and grade preference (List 1st, 2nd, and 3rd preferences)

Subject	Grade Preference
---------	------------------

First:	_____	_____
---------------	-------	-------

Second:	_____	_____
----------------	-------	-------

Third:	_____	_____
---------------	-------	-------

Date Available: _____

Hugo Public Schools
208 North Second Street
Hugo, Oklahoma 74743
(580) 326-6483 Phone
(580) 326-2480 Fax

Employment Experience: List all employment (except U.S. Armed Forces) in chronological order with present employment first. Any voids in the chronological order must be explained on a separate attachment. (Use additional page if needed). Substitute teaching and/or part-time teaching should be clearly labeled under duties.

Previous Employment

Dates From: <table border="1"> <tr><td> </td><td> </td></tr> <tr><td>Mo</td><td>Yr</td></tr> </table> To: <table border="1"> <tr><td> </td><td> </td></tr> <tr><td>Mo</td><td>Yr</td></tr> </table>			Mo	Yr			Mo	Yr	No. of Months or Years _____ Yrs. Mos	Name & Address of School or Employer _____ _____ _____ _____ _____	Duties: (if Teacher, Subject/grade taught) _____ _____ _____ _____ _____
Mo	Yr										
Mo	Yr										
Name of Principal: Salary: Reason for Leaving:											

Dates From: <table border="1"> <tr><td> </td><td> </td></tr> <tr><td>Mo</td><td>Yr</td></tr> </table> To: <table border="1"> <tr><td> </td><td> </td></tr> <tr><td>Mo</td><td>Yr</td></tr> </table>			Mo	Yr			Mo	Yr	No. of Months or Years _____ Yrs. Mos	Name & Address of School or Employer _____ _____ _____ _____ _____	Duties: (if Teacher, Subject/grade taught) _____ _____ _____ _____ _____
Mo	Yr										
Mo	Yr										
Name of Principal: Salary: Reason for Leaving:											

Dates From: <table border="1"> <tr><td> </td><td> </td></tr> <tr><td>Mo</td><td>Yr</td></tr> </table> To: <table border="1"> <tr><td> </td><td> </td></tr> <tr><td>Mo</td><td>Yr</td></tr> </table>			Mo	Yr			Mo	Yr	No. of Months or Years _____ Yrs. Mos	Name & Address of School or Employer _____ _____ _____ _____ _____	Duties: (if Teacher, Subject/grade taught) _____ _____ _____ _____ _____
Mo	Yr										
Mo	Yr										
Name of Principal: Salary: Reason for Leaving:											

Dates From: <table border="1"> <tr><td> </td><td> </td></tr> <tr><td>Mo</td><td>Yr</td></tr> </table> To: <table border="1"> <tr><td> </td><td> </td></tr> <tr><td>Mo</td><td>Yr</td></tr> </table>			Mo	Yr			Mo	Yr	No. of Months or Years _____ Yrs. Mos	Name & Address of School or Employer _____ _____ _____ _____ _____	Duties: (if Teacher, Subject/grade taught) _____ _____ _____ _____ _____
Mo	Yr										
Mo	Yr										
Name of Principal: Salary: Reason for Leaving:											

Have you been discharged or asked to resign from any position (Yes) (No)

MILITARY SERVICE

Active Duty Dates Dates From:	No. of Months or Years _____ Yrs. Mos	Branch of Service:	Duties:				

<table border="1"> <tr><td> </td><td> </td></tr> <tr><td>Mo</td><td>Yr</td></tr> </table>			Mo	Yr	Type of Discharge:	_____	_____
Mo	Yr						
<table border="1"> <tr><td> </td><td> </td></tr> <tr><td>Mo</td><td>Yr</td></tr> </table>			Mo	Yr	_____	_____	
Mo	Yr						

**EDUCATIONAL AND PROFESSIONAL TRAINING
(PLEASE PROVIDE TRANSCRIPTS)**

Institution and Location	Dates Attended From ----To	Semester Hours Credits	Degree or Diploma	Major Field and Semester Hours Credit	Minor Field and Semester Hours Credit

PROFESSIONAL CERTIFICATES HELD

Type: _____ Issue Date: _____ Field: _____
 Type: _____ Issue Date: _____ Field: _____

REFERENCES

These should be persons qualified to answer questions concerning your fitness for the position you seek. Include especially superintendents and principals under whom you have taught. Indicate any who are related to you.

Name	Address	Occupation

Thank you for completing this application form and for your interest in employment with the Hugo Public Schools. You are assured that your opportunity for employment will be based only on your merit and no other consideration.

No application is given final consideration until **complete transcripts and certifications, & resume** have been filed with this school district, and the applicant has had a personal interview with an authorized representative of the board of education.

PLEASE READ CAREFULLY
APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I further agree that falsification or withholding of pertinent information will be grounds for discharge from employment. You are hereby authorized to make an investigation of my personal history

Signature

Date

DO NOT WRITE BELOW THIS LINE

INTERVIEW YES NO

Date: _____ Time: _____

Result of Interview:

Acceptable for Employment? _____ Starting Rate _____ Starting Date _____

Assignment: _____ School _____

Interview by: _____ Employed by: _____

_____ Approved by: _____

(Faculty Representative)

The Hugo Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, service, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Hugo Public Schools also does not discriminate in its hiring or employment practices.