

To Be Completed By Personnel Staff	Application Acknowledge	Reference Request	Interview Scheduled	Interview Completed	PHOTOGRAPH (Optional)
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**PAWHUSKA PUBLIC SCHOOLS**  
**1801 MCKENZIE**  
**PAWHUSKA, OK 74056**  
**PHONE (918) 287-1265 FAX (918) 287-4461**

## PROFESSIONAL EMPLOYMENT APPLICATION

**PERSONAL DATA – (Please type or Print in Black Ink) DATE:**

(All Personnel and Payroll Department Records are maintained under the name shown on your Social Security card. Please use that name on this application. Should you be employed by Pawhuska Public Schools, you will be required to place on record in your Personnel file a copy of your Social Security card.)

Name \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Present Address \_\_\_\_\_ Phone \_\_\_\_\_  
No. & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Social Security Number \_\_\_\_\_

**POSITION FOR WHICH APPLYING – (Please list subjects, grades in order of preference)**

<p>Grade (List at least three choices)</p> <p>Elementary School (Grades K-6)</p>	<p>(List only subjects for which certified and # of hours in each subject)</p> <p>Junior High School (Grades 7-8)</p>
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<p>(List only subjects for which certified and # of hours in each subject)</p> <p>High School (Grade 9-12)</p>	<p>(Administrative, Supervisory, Psychometrist, Counselor, other)</p>
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- Complete the following questions:
1. Do you possess a valid Oklahoma Teaching Certificate? YES \_\_\_\_\_ NO \_\_\_\_\_ or License YES \_\_\_\_\_ NO \_\_\_\_\_  
Please indicate the type of certificate you hold: LIFE \_\_\_\_\_ STANDARD \_\_\_\_\_ PROVISIONAL \_\_\_\_\_ LICENSE \_\_\_\_\_  
Teacher No. \_\_\_\_\_  
Please indicate the field(s) for which your certificate/license is valid: \_\_\_\_\_  
Please indicate the expiration date of certificate/license: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
  2. Are you currently certified in another state (s)? YES \_\_\_ NO \_\_\_ WHERE? \_\_\_\_\_ TYPE \_\_\_\_\_ FIELD \_\_\_\_\_
  3. Are you currently under contract? YES \_\_\_\_\_ NO \_\_\_\_\_ WHERE \_\_\_\_\_
  4. Why do you wish to leave your present position? \_\_\_\_\_
  5. When are you available to report? \_\_\_\_\_  
Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

This application will remain in the active file for two years following the date of application; it must be renewed if further consideration for a position is desired. After two years the application will be destroyed. Information contained in this application will be treated confidentially until such time as you may be employed by the Pawhuska Public schools, at which time, this application and the information contained herein become records covered by the Oklahoma Public records Act and may be released under the regulations of that act.



Please respond to the statements below as briefly, but as thoroughly, as possible. Your personal views are very important. (Relate each statement to the particular position for which you are applying. Administrative candidates should complete an attached supplemental questionnaire.)

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1. Describe what you feel are your most effective techniques or styles of teaching. (Relate to your field).

2. Describe what you feel are your most effective techniques of students and classroom management.

3. State your position concerning involvement of teachers in supervision and responsibility outside of the classroom.

4. In order of priority, list the five (5) most important characteristics of an outstanding teacher. (Relate to your field)

5. Write additional information that you believe will be helpful in arriving at a true estimate of your qualifications.

**OTHER INFORMATION** (If available, please attach a copy of all transcripts, an updated resume and teacher certificate/license.)

**PROFESSIONAL REFERENCE** (List only those persons who are qualified to evaluate your qualifications for position sought. Include principals/superintendents of systems where experience was gained. References must have complete names, addresses and zip codes. Applications who omit suitable professional references will not be considered. Personal references may be listed on resume.)

NAME	TITLE	SCHOOL, SCHOOL SYSTEM OR COLLEGE	ADDRESS
Cooperating Teacher (Complete if Licensed Teacher)			Street _____ City _____ State _____ Zip _____ Phone _____
College Supervisor (Complete if licensed teacher)			Street _____ City _____ State _____ Zip _____ Phone _____
Other			Street _____ City _____ State _____ Zip _____ Phone _____
Other			Street _____ City _____ State _____ Zip _____ Phone _____
Other			Street _____ City _____ State _____ Zip _____ Phone _____

**AGREEMENT**

I hereby certify that the above information is to the best of knowledge true, accurate, and complete. Any misrepresentation of willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and record become the property of the Pawhuska Public Schools, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the school district, if employed.

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

I hereby authorize the school district to conduct work history, personal reference, or police record inquiries to determine my acceptability for employment.

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

**“An Equal Opportunity Employer”**

It is the policy of the board of Education that there be no discrimination in the Pawhuska Public Schools because of race, sex, creed, color, social status, religion, qualified handicap, or veteran.

First Interview By: \_\_\_\_\_ Date \_\_\_\_\_ Comments \_\_\_\_\_

Second Interview By: \_\_\_\_\_ Date \_\_\_\_\_ Comments \_\_\_\_\_