

BOKOSHE SCHOOL DISTRICT

APPLICATION FOR CERTIFIED POSITION

Notice to Applicant:

Independent School District No. 26 of LeFlore County, Oklahoma, does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, disability or status as a Vietnam era or disabled veteran. Our anti-discrimination policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training, and all other terms, conditions, benefits and privileges associated with employment. This policy also extends to the education programs and activities operated by the District.

When you have properly filled in this application, mail or return it to Superintendent, Bokoshe Public Schools, P.O. Box 158, Bokoshe, Oklahoma 74930-0158. All statements must be clear, concise, and true; otherwise, any appointment made may become invalid at once.

The following credentials will be required of all employees for any classified assignment in the Bokoshe School System: Properly completed application; Application for Felony Offense Records; Loyalty Oath Executed before a Notary Public; Birth Certificate (photostatic copy is acceptable); I-9 form; Form W-4, Employee's Withholding Exemption Certificate.

A. PERSONAL INFORMATION CURRENT DATE: _____

Last Name	First Name	Middle Name	Social Security Number
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Present Address	Telephone: () _____
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Street

City

State

Zip

Permanent Address

Telephone: () _____

Street

City

State

Zip

In case of an emergency, please notify

Telephone _____

Do you have a relative who is a member of the Bokoshe School District Board of Education? _____ Yes _____ No

If yes, please give the relationship: _____

B. EMPLOYMENT CHOICE

1. Type of Application

a. Full-Time Only ____ b. Substitute Only ____ c. Either ____

2. Kind of Employment

(Check only those areas for which you currently qualify and in which you would accept employment.)

- _____ a. Elementary School Teacher
- _____ b. Middle School Teacher
- _____ c. High School Teacher
- _____ d. Professional School-Service Employee (Administrator, Counselor, Librarian, Nurse, etc.)
- _____ e. Specify _____

3. Elementary Applicants:

- _____ a. Kindergarten
- _____ b. Primary Grades 1-3
- _____ c. Intermediate 4-6

List other subjects you are currently qualified to teach:

- a. _____
- b. _____
- c. _____

4. Middle School/High School Applicants:

- a. Major Teaching Field _____

List the subjects you are qualified to teach in your major:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

- b. Minor Teaching Field _____

List the subjects you are qualified to teach in your minor:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

- c. Other areas you are qualified to teach or supervise:

- (1) _____
 - (2) _____
 - (3) _____
 - (4) _____
-
-

C. EDUCATIONAL PREPARATION

	Kind of Degree	Date of Graduation	Name of Institution	Location
1. High School				
2. Undergraduate				
3. Graduate				

4. College Major _____
 College Minor _____

5. Practice Teaching
 a. Completed _____ b. Taking _____ c. None _____

If you have completed practice teaching within the last three years or are now taking it, please fill in the following:

Name of Cooperating Teacher _____
 School _____

D. PREVIOUS EXPERIENCE

1. Total years experience in an accredited school under contract as a teacher _____
 Total military experience _____

2. List below a complete chronological history of professional experience. Begin with the most recent experience.

	Name of School	Address	Assignment	Begin- ning Date	End- ing Date
(a)					
(b)					
(c)					
(d)					

3. What was the major reason for leaving your last employment?

4. Have you ever:

- (a) Entered a plea of guilty or nolo contendere to a state or federal felony charge? _____ Yes _____ No
- (b) Been convicted of a state or federal felony offense? _____ Yes _____ No

(c) 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

(d) 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

If yes to any of the above, please complete the following:

	Type of Violation	Date	Place (City, State)
1.			
2.			
3.			

E. PROFESSIONAL REFERENCES

In naming references, give preference to supervisors, principals, educators, or others who are familiar with your professional work. Addresses for each reference must be complete.

	Name and Present Address (Street, City, State, Zip)	Telephone Number	Position of Reference When S/He Knew of Your Work
1.			
2.			
3.			
4.			

F. COMPLETED APPLICATION

This application will serve as your request to add your name to our list of applicants. The acceptance of an application is not a promise of employment. All applicants must apply directly to the Superintendent and not to the individual schools.

I understand that my application will remain active from January 1 through December 31 of the year in which application is made and that I should notify the Superintendent, in writing, if I wish to be considered beyond that period.

All persons, firms and entities listed in this application are hereby authorized to release any information or records concerning me to the Bokoshe Public Schools, and I hereby release said persons, firms and entities from any liability as a result of the furnishing of such records and information.

I certify that to the best of my knowledge the facts set forth in my application are accurate and complete. I understand that if I am employed and any information in this application is false or incomplete, my employment can be terminated.

Signature of Applicant

Date

AUTHORIZATION AND RELEASE

This Authorization and Release is executed under penalty of perjury on the ___ day of _____, _____ by _____, an applicant for employment ("Applicant") with the Bokoshe School District.

Applicant understands that the Bokoshe School District's receipt of a clear national felony record search is a condition of employment with the School District. Because Applicant desires employment with the School District, Applicant authorizes the School District to request and obtain the results of a national felony record search of Applicant's name, fingerprints, social security number and any other lawful means of obtaining such results. Applicant hereby releases Applicant's felony record search results to the School District. Applicant also releases the School District of any and all liability relating to its request for, receipt and use of the search results.

Applicant acknowledges that Applicant has been furnished and understands all of the requirements of the School District's Felony Record Search Policy and agrees to be bound by all of its terms and conditions.

Applicant also agrees to truthfully answer the following questions:

HAVE YOU EVER:

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| a. Entered a plea of guilty or nolo contendere to a state or federal felony charge? | _____ | _____ |

- b. Been convicted of a state or federal felony offense? _____
- c. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which which you entered a plea of guilty or nolo contendere? _____
- d. 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? _____

Applicant understands that if Applicant is hired by the School District prior to receipt of the results of the felony record search, Applicant will be classified as a temporary employee until notified otherwise by the Superintendent of Schools. Furthermore, Applicant understands that if the felony record search reveals a prior felony offense conviction or if Applicant provides a false response to one or more of the above questions, then Applicant will be denied employment. If Applicant is employed prior to receipt of the search results then (1) Applicant is deemed to have resigned Applicant's temporary employment with the School District, effective upon acceptance by the Board of Education; (2) the Board of Education may accept Applicant's resignation at any time within thirty (30) days after the date the School District was notified of either the unsatisfactory search results or the false response, whichever is later; and (3) Applicant waives Applicant's right to any and all due process procedures to which Applicant might otherwise be entitled under federal

and state law and School District policies and procedures. Applicant understands and agrees that if hired by School District, then Applicant is subject to a felony record search at any time during his/her employment with the School District and this Authorization and Release shall remain in full force and effect throughout Applicant's employment with the School District.

"Applicant"

VERIFICATION

STATE OF OKLAHOMA)
) ss.
COUNTY OF LEFLORE)

_____, Applicant, of lawful age and being first duly sworn upon oath, deposes and states: that Applicant is familiar with the statements set forth above; that Applicant has read and fully understood the foregoing Authorization and Release; and Applicant states that all the matters therein set forth are true and correct.

"Applicant"

SUBSCRIBED AND SWORN to before me this ___ day of _____, _____.

Notary Public

My Commission expires:

(SEAL)