

Keota School
APPLICATION FOR EMPLOYMENT
CERTIFIED STAFF

110 N E 6th St
Keota, OK 74941
918-966-3950 Ph
918-966-3247 Fax

PERSONAL INFORMATION (PLEASE PRINT)

DATE _____

NAME _____
Last First MI

CURRENT ADDRESS _____

PHONE # _____ CELL # _____

SOCIAL SECURITY NUMBER _____

EMAIL ADDRESS _____

GENERAL QUESTIONS:

WHAT POSITION(S) ARE YOU SEEKING? _____

ARE YOU CURRENTLY UNDER CONTRACT? *Yes or No* IF YES, WHERE _____

DO YOU POSSESS A VALID OKLAHOMA TEACHING CERTIFICATE? *Yes or No*
IF NO, HAVE YOU APPLIED? *Yes or No*

DO YOU HAVE OR HAVE YOU EVER HAD A TEACHING CERTIFICATE IN ANOTHER STATE? *Yes or No*
IF YES, PLEASE LIST THE STATE AND CERTIFICATE NUMBER. _____

WHEN ARE YOU AVAILABLE TO BEGIN WORK AT THIS DISTRICT? _____

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY KEOTA SCHOOL? *Yes or No*
IF YES, IN WHAT POSITION? _____

HOW DID YOU HEAR ABOUT EMPLOYMENT OPPORTUNITIES WITH THIS DISTRICT?

ARE YOU RETIRED AND CURRENTLY RECEIVING OKLAHOMA TEACHER'S RETIREMENT? *Yes or No*

IF YES, HOW LONG HAVE YOU BEEN RETIRED? _____

EDUCATIONAL BACKGROUND:

HIGH SCHOOL(S) ATTENDED _____

COLLEGE OR UNIVERSITY ATTENDED _____

DATES FROM/TO _____

DEGREE RECEIVED _____ DATE OF DEGREE _____

EMPLOYMENT HISTORY:

THE DISTRICT WILL CONDUCT A BACKGROUND CHECK TO VERIFY INFORMATION PROVIDED.

CONSENT AND RELEASE OF ALL CLAIMS AGAINST PREVIOUS EMPLOYERS:

SIGN BELOW *IF YOU AGREE* THAT THE DISTRICT MAY CONTACT YOUR PREVIOUS EMPLOYERS AND ASK THEM MORE DETAILED QUESTIONS ABOUT YOUR WORK EXPERIENCE, IF YOU SPECIFICALLY CONSENT TO THE RELEASE OF INFORMATION BY THESE PRIOR EMPLOYERS BY THE DISTRICT, AND AGREE TO RELEASE SUCH PRIOR EMPLOYERS, THEIR EMPLOYEES, AND THEIR GOVERNING BOARDS, FROM ANY AND ALL CAUSES OF ACTION OR OTHER POTENTIAL CLAIMS WHICH YOU COULD HAVE AGAINST THEM FOR ANSWERING QUESTIONS ABOUT YOUR WORK EXPERIENCE. THIS CONSENT IS A COVENANT NOT TO SUE ANY PRIOR EMPLOYER, THEIR EMPLOYEES, OR THEIR BOARD MEMBERS FOR DEFAMATION, REGARDLESS OF WHAT SAID PRIOR EMPLOYERS MAY RELATE TO THE DISTRICT REGARDING YOUR PREVIOUS EMPLOYMENT EXPERIENCE.

I HAVE READ THIS CONSENT AND RELEASE OF ALL CLAIMS, AND IN CONSIDERATION OF BEING CONSIDERED AN APPLICANT FOR EMPLOYMENT AGREE TO ITS TERMS.

APPLICANT SIGNATURE _____

TEACHING EXPERIENCE:

SCHOOL NAME AND ADDRESS _____

FROM/TO _____ SUBJECTS TAUGHT _____

SCHOOL NAME AND ADDRESS _____

FROM/TO _____ SUBJECTS TAUGHT _____

SCHOOL NAME AND ADDRESS _____

FROM/TO _____ SUBJECTS TAUGHT _____

(Please use back of page if more space is needed.)

PLEASE USE THIS SPACE TO EXPRESS YOUR BASIC VIEWS IN RESPONSE TO THE FOLLOWING QUESTIONS.

1. WHAT IS IT THAT GIVES YOUR PROFESSIONAL LIFE AS A TEACHER MEANING?
2. WHAT DO YOU CONSIDER TO BE YOUR MAJOR STRENGTHS IN WORKING WITH STUDENTS?
3. HOW DO YOU DETERMINE WHAT TO TEACH YOUR STUDENTS?
4. IN WHAT AREAS DO YOU BELIEVE YOUR STUDENTS BENEFIT MOST BY HAVING YOU AS A TEACHER? _____



RELATED EXPERIENCE:

LIST ANY SPECIAL ABILITIES INCLUDING BILINGUAL ABILITIES, INTERESTS, COMMUNITY ACTIVITIES, HIGH SCHOOL, OR COLLEGE ACTIVITIES WHICH WOULD ENHANCE YOUR OPPORTUNITY FOR EMPLOYMENT, INCLUDING UNIQUE OR SPECIAL ACHEIVEMENTS.

BACKGROUND INFORMATION:

1. DO YOU HAVE A RELATIVE WHO IS EMPLOYED BY KEOTA SCHOOL, OR WHO SERVES AS A MEMBER OF THE BOARD OF EDUCATION? *Yes or No*
IF YES, LIST THEIR NAME AND RELATIONSHIP TO YOU.

2. FEDERAL IMMIGRATION LAWS REQUIRE EMPLOYERS TO VERIFY AND ATTEST TO THE EMPLOYMENT ELIGIBILIY OF ALL NEW EMPLOYEES. IF EMPLOYED, CAN YOU FURNISH CURRENT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? *Yes or No*

3. ARE YOU PRESENTLY BEING INVESTIGATED OR UNDER A PROCEDURE TO CONSIDER YOUR DISCHARGE FOR MISCONDUCT BY YOUR PRESENT EMPLOYER OR HAVE YOU OFFERED A RESIGNATION TO YOUR CURRENT OR ANY PREVIOUS EMPLOYER TO AVOID AN INVESTIGATION FOR ANY ALLEGED MISCONDUCT? *Yes or No*
IF YES, DETAILS

4. HAVE YOU EVER RESIGNED FROM A PRIOR POSITION WITHOUT BEING ASKED, BUT UNDER CIRCUMSTANCES INVOLVING YOUR EMLOYER'S INVESTIGATION OF YOUR SEXUAL CONTACT WITH ANOTHER PERSON, OF MISHANDLING FUNDS, OR OF CRIMINAL CONDUCT RESULTING IN A CONVICTION OR CRIMINAL PENALTY? *Yes or No*
IF YES, DETAILS

5. EXCEPT FOR MINOR TRAFFIC VIOLATIONS SUCH AS PARKING OR SPEEDING, HAVE YOU EVER BEEN CONVICTED, FINED, PLACED ON PROBATION, GIVEN A SUSPENDED SENTENCE, GIVEN DEFERRED ADJUDICATION, ENTERED A PLEA OF "GUILTY" OR "NO CONTEST" (NOLO CONTENDERE), OR FORFEITED BAIL IN CONNECTION WITH ANY VIOLATION OF LAW (MISDEMEANOR OR FELONY), REGARDLESS OF ANY SUBSEQUENT COURT DISMISSAL, SEALING OR EXPUNGEMENT? *Yes or No*
IF YES, DETAILS

6. HAVE YOU EVER HAD A CERTIFICATE, CREDITIAL, LICENSE OR OTHER DOCUMENT AUTHORIZING PUBLIC SCHOOL SERVICE OR TEACHING SUSPENDED, REVOKED, LIMITED, VOIDED, DENIED OR OTHERWISE REJECTED IN OKLAHOMA OR ANY OTHER STATE? *Yes or No*
IF YES, DETAILS

7. ARE YOU CURRENTLY THE SUBJECT OF ANY INQUIRY, DISCIPLINARY ACTION, REVIEW OR INVESTIGATION IN ANY DISTRICT OR STATE BY A TEACHER-LICENSING AGENCY IN CONNECTION WITH ANY ALLEGED MISCONDUCT? *Yes or No*

IF YES, DETAILS _____

8. ARE YOU ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE JOB YOU ARE SEEKING, INCLUDING TIME AND ATTENDANCE REQUIREMENTS, WITH OR WITHOUT REASONABLE ACCOMODATIONS? *Yes or No*

IF NO, DETAILS _____

9. HAVE YOU:

• BEEN REQUIRED TO REGISTER AS A SEX OFFENDER UNDER THE OKLAHOMA SEX OFFENDER REGISTRATION ACT, THE MARY RIPPY VIOLENT CRIME REGISTRATION ACT OR SIMILAR LAWS IN ANOTHER STATE? *Yes or No*

IF YES, DETAILS _____

• ENTERED A PLEA OF GUILTY OR NOLO CONDENERE TO A MISDEMEANOR OFFENSE THAT ORIGINALLY WAS A STATE (ANY STATE) OR FEDERAL FELONY CHARGE? (THIS INCLUDES CRIMINAL CASES INVOLVING A “DEFERRED SENTENCE”, “DEFERRED JUDGEMENT” AND ANY “EXPUNGE OF THE RECORDS”) *Yes or No*

IF YES, DETAILS _____

• BEEN CONVICTED OF A STATE (ANY STATE) OR FEDERAL FELONY OFFENSE? *Yes or No*

IF YES, DETAILS _____

• BEEN CHARGED WITH A STATE (ANY STATE) OR FEDERAL FELONY OFFENSE WHICH WAS REDUCED TO A MISDEMEANOR OFFENSE TO WHICH YOU ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE? (THIS INCLUDES CRIMINAL CASES INVOLVING A “DEFERRED SENTENCE”, “DEFERRED JUDGEMENT”) OR ANY “EXPUNGE OF THE RECORDS”) *Yes or No*

IF YES, DETAILS _____

• ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE OR BEEN CONVICTED OF A STATE (ANY STATE) OR FEDERAL MISDEMEANOR CHARGE INVOLVING ILLEGAL CHEMICAL SUBSTANCES OR ILLEGAL SEXUAL ACTIVITY? (INCLUDING CRIMINAL CASES INVOLVING A “DEFERRED SENTENCE”, “DEFERRED JUDGEMENT” AND ANY “EXPUNGE OF THE RECORDS”) *Yes or No*

IF YES, DETAILS _____

APPLICANT UNDERSTANDS THAT PROVIDING A FALSE RESPONSE TO ONE OR MORE OF THE ABOVE QUESTIONS WILL CAUSE DENIAL OF EMPLOYMENT OR MAY CAUSE DISMISSAL FROM EMPLOYMENT. *Yes or No

REFERENCES:

NAME _____

ADDRESS _____

TITLE/POSITION _____

PHONE NUMBER _____

EMAIL ADDRESS _____

NAME _____

ADDRESS _____

TITLE/POSITION _____

PHONE NUMBER _____

EMAIL ADDRESS _____

NAME _____

ADDRESS _____

TITLE/POSITION _____

PHONE NUMBER _____

EMAIL ADDRESS _____

ENCLOSURE DOCUMENTS:

- 1. TRANSCRIPT OF COLLEGE CREDITS**
- 2. COPY OF OKLAHOMA TEACHING CERTIFICATE**
- 3. RESUME**

The Keota School is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.