



Keota School  
110 N E 6<sup>th</sup> St  
Keota, OK 74941  
Phone 918.966.3950  
Fax 918.966.3247

**APPLICATION FOR EMPLOYMENT  
NON-CERTIFIED**

**NOTICE! A CURRENT BACKGROUND CHECK IS REQUIRED BY STATE STATUTE**

DATE \_\_\_\_\_

**PERSONAL INFORMATION:**

NAME \_\_\_\_\_  
Last First MI

CURRENT ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

DO YOU HAVE A CURRENT DRIVERS LICENSE? *Yes or No* IF YES, # \_\_\_\_\_

DO YOU HAVE ANY PHYSICAL LIMITATIONS? *Yes or No*  
IF YES, PLEASE EXPLAIN \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**GENERAL QUESTIONS:**

ARE YOU CURRENTLY WORKING? *Yes or No* If yes, where? \_\_\_\_\_

ARE YOU AVAILABLE FOR? *Part Time, Full Time, or Both (Circle One)*

WHAT POSITION ARE YOU SEEKING? (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**EDUCATION:**

HIGH SCHOOL

HIGH SCHOOL NAME \_\_\_\_\_

HIGH SCHOOL ADDRESS \_\_\_\_\_

DIPLOMA? *Yes or No*

GED? *Yes or No*

COLLEGE

COLLEGE NAME \_\_\_\_\_

DEGREE? *Yes or No* IF YES, TYPE OF DEGREE \_\_\_\_\_

*EMPLOYMENT HISTORY:*

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

EMPLOYER'S PHONE \_\_\_\_\_

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER? *Yes or No* \_\_\_\_\_

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

EMPLOYER'S PHONE \_\_\_\_\_

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER? *Yes or No* \_\_\_\_\_

*MILITARY EXPERIENCE:*

BRANCH OF SERVICE \_\_\_\_\_ TO/FROM \_\_\_\_\_

TYPE OF DISCHARGE \_\_\_\_\_

*MULTILINGUAL ABILITIES:*

*Yes or No* If yes, what language(s)? \_\_\_\_\_

*BACKGROUND INFORMATION:*

DO YOU HAVE A RELATIVE WHO WORKS FOR KEOTA SCHOOL OR WHO SERVES AS A MEMBER OF THE BOARD OF EDUCATION? *Yes or No*

If yes, list name(s) \_\_\_\_\_

ARE YOU A US CITIZEN? *Yes or No*

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

HAVE YOU EVER BEEN CONVICTED OF A FELONY? *Yes or No*  
IF YES, DETAILS \_\_\_\_\_

HAVE YOU ENTERED INTO A GUILTY PLEA OR NOLO CONTENDERE TO A MISDEMEANOR OFFENSE THAT ORIGINALLY WAS A STATE (ANY STATE) OR FEDERAL FELONY CHARGE (INCLUDING CRIMINAL CASES INVOLVING A “DEFERRED SENTENCE”, “DEFERRED JUDGMENT”, AND “EXPUNGE OF THE RECORDS”)? *Yes or No*  
IF YES, DETAILS \_\_\_\_\_

HAVE YOU ENTERED INTO A GUILTY PLEA OR NOLO CONTENDERE OR BEEN CONVICTED OF A STATE (ANY STATE) OR FEDERAL MISDEMEANOR HARGE INVOLVING ILLEGAL CHEMICAL SUBSTANCES OR ILLEGAL SEXUAL ACTIVITY (INCLUDING CRINAL CASES INVOLVING A “DEFERRED SENTENCE”, “DEFERRED JUDGMENT”, AND “EXPUNGE OF THE RECORDS”)? *Yes or No*  
IF YES, DETAILS \_\_\_\_\_

APPLICANT UNDERSTANDS THAT PROVIDING A FALSE RESPONSE TO ANY OF THE ABOVE QUESTIONS WILL CAUSE DENIAL OF EMPLOYMENT OR DISMISSAL FROM EMPLOYMENT ONCE THE FALSE RESPONSE IS DISCOVERED? *Yes or No*

**PERSONAL REFERENCES:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

RELATIONSHIP TO YOU \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

RELATIONSHIP TO YOU \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

RELATIONSHIP TO YOU \_\_\_\_\_

APPLICANT'S PERSONAL CERTIFICATION AND AUTHORIZATION TO ACCESS PERSONAL DATA

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION, TO THE BEST OF MY KNOWLEDGE, IS TRUE AND COMPLETE. ANY MISREPRESENTATION OR DELIBERATE OMISSION OF FACTS SHALL BE SUFFICIENT CAUSE FOR DISQUALIFICATION OF THIS APPLICATION OR TERMINATION OF EMPLOYMENT. FURTHERMORE, IT IS UNDERSTOOD THAT THIS APPLICATION AND RECORDS BECOME THE PROPERTY OF THE DISTRICT, WHICH RESERVES THE RIGHT TO ACCEPT OR REJECT IT. I AGREE TO ALL RULES, REGULATIONS, AND POLICIES OF THE DISTRICT. I UNDERSTAND THAT THIS APPLICATION WILL REMAIN ACTIVE FOR ONE YEAR AFTER ITS DATE OF COMPLETION AND THAT I MUST NOTIFY THE DISTRICT IF I WISH TO BE CONSIDERED FOR EMPLOYMENT BEYOND THAT PERIOD. ALL PERSONS AND ENTITIES LISTED IN THIS APPLICATION ARE HEREBY AUTHORIZED TO RELEASE ANY INFORMATION OR RECORDS CONCERNING ME TO THE DISTRICT. THEY ARE RELEASED FROM ANY LIABILITY AS A RESULT OF INFORMATION DISCLOSED.**

\_\_\_\_\_  
SIGNATURE OF APPLIANT

\_\_\_\_\_  
DATE

*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*