

STERLING PUBLIC SCHOOL

DISTRICT I-003

400 SOUTH TIGER BLVD.

STERLING, OK 73567

AN EQUAL OPPORTUNITY EMPLOYER

**EMPLOYMENT APPLICATION for NON-CERTIFIED PERSONNEL including SUBSTITUTE
TEACHING**

Notice to applicant:

ISD Number I003, Sterling, OK does not discriminate against any employee or applicant on the bases of race, color, religion, sex, age, national origin, handicap, or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training, or apprenticeship, and all other terms, conditions, benefits and privileges associated with employment.

This policy also extends to the educational programs and activities operated by the District.

Discrimination is specifically prohibited by the title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 86 of the implementing regulations administered by the Director of the Office of Civil Rights of the United States Department of Health, Education, and Welfare.

Date of Application: _____

Position for which you are applying: _____

GENERAL INFORMATION

Name: _____
Last First Middle Maiden

Address: _____
Street/Box City State Zip Code

Other address where you may be reached: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Name used on records if different than present name: _____

Are you a United States Citizen? Yes ___ No ___

If not, what documentation do you have to show that you are legally eligible to work in the United States?

When are you available to start working? _____

Are you now capable of performing the duties required of the applicant of this job? Yes ___ No ___

If not, what accommodation may be reasonably made to allow you to perform essential job duties?

EXPERIENCE: (check areas of experience)

Floor waxing___ Floor Stripping___ Buffing___ Mechanic___ Carpentry___ Mason___ Plumbing___

Truck Driver___ Air Conditioning___ Heavy Equipment___ Food Service___ Waitress___

Cook___ Child Care___ Clerk___ Filing___ Receptionist___ Payroll___ Bookkeeping___

Typing___ Shorthand___ Other _____

EMPLOYMENT REFERENCES

Please list references who may be contacted regarding your work history. Please include managers/supervisors at the last two employing organizations who evaluated your performance.

| Full Name of References | Position/Title | School District/ Firm Name | Email or Mailing Address | Area Code/ Phone No. |
|-------------------------|----------------|-------------------------------|-----------------------------|-------------------------|
| ----- | ----- | ----- | ----- | ----- |
| ----- | ----- | ----- | ----- | ----- |
| ----- | ----- | ----- | ----- | ----- |

PREVIOUS EMPLOYMENT

LIST YOUR EMPLOYMENT FOR THE LAST THREE YEARS:

NAME OF COMPANY

DATES OF EMPLOYMENT

PHONE NUMBER

RECORD OF EDUCATION:

| NAME OF SCHOOL | CITY | DEGREE | GRADUATE? |
|--------------------|------|--------|-----------|
| ELEMENTARY _____ | | | Y N |
| HIGH SCHOOL _____ | | | Y N |
| COLLEGE/UNIV _____ | | | Y N |
| BUS. COLLEGE _____ | | | Y N |
| TRADE SCHOOL _____ | | | Y N |

CRIMINAL ACTIVITIES

The district has a duty to teach students proper citizenship and respect for the law, and teachers have an obligation to serve as role models for students. Because the district teaches students about the dangers of chemical abuse and because the district is entrusted with the supervision of minors, the district cannot have employees performing duties while under the influence of dangerous substances or substances which adversely affect reaction time and good judgment.

Information concerning past illegal acts will be considered along with the time of the offense, the seriousness and nature of the violation, any rehabilitations and your subsequent employment history.

Have you ever been convicted of a felony? Yes ___ No ___ If so, provide details _____

Have you ever been convicted of an offense involving illegal drugs? Yes ___ No ___ If so, provide details

Have you ever been convicted of an offense involving the illegal use of alcohol? Yes ___ No ___ If so, provide details _____

Have you ever been convicted of any offense involving minors? Yes ___ No ___ If so, provide details

DRIVING RECORD

This portion is only to be completed if you are applying for a position that requires the transport of students:

Has your driver's license been suspended within the last five years? Yes ___ No ___ If so, what was the reason for the suspension and when was your license reinstated? _____

Have you ever been convicted of driving under the influence of drugs or alcohol? Yes ____ No ____ If so, provide details _____

ACTIVE MILITARY SERVICE IN THE ARMED FORCES

BRANCH: _____ FROM: _____ TO: _____

DUTIES & RANK: _____ TYPE OF SEPARATION: _____

Have you ever been dismissed, asked to resign or refused reemployment? YES ____ NO ____

The above information is correct to the best of my knowledge. I understand that providing false information on this application shall be grounds for dismissal, if hired.

DATE: _____ SIGNATURE OF APPLICANT: _____

PLEASE NOTE: Your application will be retained in our active file one (1) year from the date completed unless a written request is filed for retention beyond that date. We will need to be notified of any changes on this application throughout the year.

STERLING PUBLIC SCHOOLS

VERIFICATION

I hereby affirm that all information provided in this application is true to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed to give you all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that the district is allowed under School Laws of Oklahoma Section 108 to obtain criminal history record information on applicants for employment.

This application becomes the property of the district. The district reserves the right to accept or reject it. This application shall be considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

Signature of Applicant

Date