

STERLING PUBLIC SCHOOL DISTRICT I-003
400 SOUTH TIGER BLVD.
STERLING, OK 73567
AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYMENT APPLICATION for CERTIFIED PERSONNEL

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: _____

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 #:** _____

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, how do you feel an accommodation can be reasonably made to allow you to perform essential job duties?

Position for which you are applying: _____

Credentials included with application:

_____Resume

_____All teaching and professional certificates (front and back if appropriate)

_____All transcripts showing degree

What certification is pending, dependent upon passing required testing? _____

When will you take the certification test? _____

Do you have certification issued by another state? Yes_____No_____

Are you presently employed? Yes_____No_____

If currently employed, are you employed by a school district? Yes_____No_____

If currently employed by a school district, have you already submitted a resignation to the district and been released from contractual obligations past the effective date of the resignation? Yes_____No_____

Former Sterling District I-003 Employee? Yes_____No_____

If yes, give dates of employment: _____

Do you have a relative who is a member of the Sterling District I-003 Board of Education?

_____Yes _____No **If yes, please give the name of the relative and relationship.** _____

EDUCATION/TRAINING

Schools Attended: List all applicable information.

NAME OF SCHOOL AND LOCATION	COURSE OF STUDY MAJOR/MINOR FIELDS	DIPLOMA, DEGREE, OR CERTIFICATE	YEAR GRADUATED
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-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

TEACHING EXPERIENCE

List teaching experience beginning with most recent years.

NAME OF SCHOOL AND LOCATION	TYPE OF ASSIGNMENT	DATES TAUGHT	REASON FOR LEAVING
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-----	-----	-----	-----
-----	-----	-----	-----

Total Creditable Years _____ (Full-time teaching in college or public school.)

OTHER WORK EXPERIENCE

Please provide a complete listing of all jobs or positions you have held in the past 10 years.
Attach additional sheets if necessary. Please attach resume if available.

School District/Firm Name	Position/Title	Dates Employed	Reason for Leaving

PROFESSIONAL DATA

Omit references to organizations that would reveal race, age, ethnic origin, or religious persuasion.

Publications/Articles: _____

Seminars/Workshops Conducted: _____

Other Related Professional Activities: _____

EMPLOYMENT REFERENCES

Please list references who may be contacted regarding your work history. Please include all 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.
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-----	-----	-----	-----	-----
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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 a criminal offense involving illegal drugs? Yes _____ No _____
If so, provide details; _____

Have you ever been convicted of a criminal offense involving illegal use of alcohol? Yes _____ No _____ If so, provide details: _____

Have you ever been convicted of any criminal 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 teacher to transport students:

Has your drivers' license been suspended within the last 5 years? Yes _____ No _____
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 yes, provide details: _____

POSITION STATEMENT

Please make a statement in your own handwriting concerning your reason for desiring a position with Sterling School District I-003. Use the back of this page if necessary.

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