

**PROFESSIONAL/CERTIFIED
EMPLOYMENT APPLICATION**HEAVENER PUBLIC SCHOOLS
P.O. BOX 698

HEAVENER, OK 74937

To Be Completed By Personnel Staff

Reference
Checks Conducted:Interview
Scheduled:Interview
Completed:Job Offered/
Letter of Regret Mailed:Personal Data *(Please Type or Print in Blue or Black Ink)*Social Security Number _____ Date
19 _____*(All Personnel and Payroll Department Records are maintained under the name shown on your Social Security card. Please use that name on this application. Should you be employed by Heavener Public Schools, you will be required to place on record in your Personnel File a copy of your Social Security card.)*

Name

Last Name

First Name

Middle Name

Present Address

No. & Street

City

State

Zip

Telephone (A.C.)

Position for which applying *(Please list subjects, grades in order of preference)***Note:** The submission of this application is valid only for the specific job position you specify below and is valid only for the school year specified below.

1. School Year:

2. School Year:

3. School Year:

Certification

Complete the following questions

1a. Please indicate the type of certificate you hold: Life _____ Standard _____ Provisional _____ License _____

Teacher No. _____

Please indicate the field(s) for which your certificate/license is valid.

1b. Please indicate the expiration date of certificate/license Month _____ Day _____ Year _____

2. Are you currently certified in another state(s)? Yes _____ No _____

Where? _____ Type? _____ Field? _____

3. Are you currently under contract? Yes _____ No _____

Where? _____

4. Why do you wish to leave your present position?

5. When would you be available to report?

Month

Day

Year

ACADEMIC PREPARATION		Attended		Degree Received
		From	To	
High School	City and State			
College or University (undergraduate)	City and State			
College or University (undergraduate)	City and State			
College or University (graduate study)	City and State			
College or University (graduate study)	City and State			
Other	City and State			
Other	City and State			
Major Area(s) (undergraduate)	Minor Endorsement(s) Area (undergraduate)	Major Area(s) (graduate)		Minor Area(s) (graduate)

MILITARY EXPERIENCE may be counted as teaching experience in Oklahoma for purposes of salary increment and teacher retirement. Please list branch of service and dates served, if applicable.

From To

TEACHING EXPERIENCE (Place student teaching on first line)

Employer/School District	City and State	Grade(s) or Subjects	No. of hours per day	Mo.	Year	Mo.	Year

Related Work Experience (List only positions directly related to position for which you are applying.)

Employer	City and State	Position	From	To

Please list any activities or clubs which you would be interested in sponsoring.

Conviction of a felony offense prohibits an individual from serving as a professional/certified school employee in Oklahoma. Have you ever been convicted of a felony? Yes _____ No _____

If you have a relative who works for Heavener Public Schools, or who serves as a member of the Board of Education, please list his/her name and the relationship:

Have you ever been involuntarily terminated from the employment of another school district?
Yes _____ No _____

If yes, please give the name of the district, the date, and the reasons for termination.

OTHER INFORMATION *(If available, please attach a copy of all transcripts, an updated resume and teacher certificate/ license.)*

PROFESSIONAL REFERENCES (List only those who are qualified to evaluate your qualifications for positions sought. Include principals/ superintendents of systems where experience was gained. Reference must include your Cooperating Teacher and College Supervisor if applying for a certified teaching position . References must have complete names, addresses and zip codes and phone #. Applicants who omit suitable professional references will not be considered. Personal references may be listed on resume.)

Name	Title	School System, University , Other	Address
			Street City State, Zip Phone
			Street City State, Zip Phone
			Street City State, Zip Phone
			Street City State, Zip Phone
			Street City State, Zip Phone

AGREEMENT

I hereby certify that the above information is to the best of my knowledge true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and record become the property of the Heavener Public Schools which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the school district, if employed.

Signature of Applicant

I hereby authorize the school district to conduct work history, personal reference, or police record inquiries to determine my acceptability for employment.

Signature of Applicant

This application will remain in the active file for the school year (July 1 - June 30) specified on page 1; it must be renewed each school year if further consideration for a position is desired. At the end of the specified school year the application will be destroyed. Information contained in this application will be treated confidentially until such time as you may be employed by the Heavener Public School, at this time, this application and the information contained herein become records covered by the Oklahoma Public Records Act and may be released under the regulations of that act.

Heavener Public Schools does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap or veteran.
E.O.E.

Please respond to the statements below as briefly, but as thoroughly, as possible. Your personal views are very important. (Relate each statement to the particular position for which you are applying.)

1. Describe what you feel are your most effective techniques or styles of teaching. (Relate to your field.)
2. Describe what you feel are your most effective techniques of student and classroom management.
3. State your position concerning involvement of teachers in supervision and responsibility outside of the classroom.
4. In order of priority, list the five (5) most important characteristics of an outstanding teacher. (Relate to your field.)
5. Write additional information which you believe will be helpful in arriving at a true estimate of your qualifications.