

PURCELL SCHOOL DISTRICT

SUPPORT PERSONNEL/SUBSTITUTE APPLICATION

Notice to Applicant:

Independent School District No. 15 of McClain County, Oklahoma does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, disability or status as a Vietnam era or disabled veteran. Our anti-discrimination policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training, and all other terms, conditions, benefits and privileges associated with employment. This policy also extends to the education programs and activities operated by the District.

When you have properly filled in this application, mail or return it to Purcell Public Schools, Personnel, 919 North Ninth, Purcell, Oklahoma 73080. All statements must be clear, concise, and true; otherwise, any appointment made may become invalid at once.

The following credentials will be required of all employees for any position/assignment in the Purcell School System: Properly completed application; Application for Felony Offense Records; Loyalty Oath Executed before a Notary Public; I-9 form; Form W-4, Employee's Withholding Exemption Certificate.

A. PERSONAL INFORMATION

CURRENT DATE: \_\_\_\_\_

\_\_\_\_\_  
Last Name                      First Name                      Middle Name                      Social Security Number

E-mail address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_                      Cell Phone: (    ) \_\_\_\_\_

**Present Address**

\_\_\_\_\_  
Street                                      City                                      State                                      Zip

**Permanent Address**                                      Telephone: (    ) \_\_\_\_\_

\_\_\_\_\_  
Street                                      City                                      State                                      Zip

In case of emergency please notify \_\_\_\_\_

Telephone (    ) \_\_\_\_\_                      Cell Phone (    ) \_\_\_\_\_

**B. EMPLOYMENT PREFERENCE**

1. Type of Application: \_\_\_\_\_ Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Substitute
2. Employment Area:
- a. \_\_\_\_\_ Substitute Teacher b. \_\_\_\_\_ Teacher Assistant c. \_\_\_\_\_ Cafeteria  
 d. \_\_\_\_\_ Bus Driver e. \_\_\_\_\_ Custodian/Maintenance f. \_\_\_\_\_ Secretary  
 g. \_\_\_\_\_ Other \_\_\_\_\_
3. Area of Preference:
- \_\_\_\_\_ a. Elementary School \_\_\_\_\_ e. High School  
 \_\_\_\_\_ b. Intermediate School \_\_\_\_\_ f. Administrative Office  
 \_\_\_\_\_ c. Middle School \_\_\_\_\_ g. Other \_\_\_\_\_  
 \_\_\_\_\_ d. Junior High

**C. EDUCATIONAL PREPARATION**

	Kind of Degree	Date of Graduation	Name of Institution	Location
1. High School				
2. Undergraduate				
3. Graduate				

College Major \_\_\_\_\_ College Minor \_\_\_\_\_

4. Certification (*Must Attach Copy*)

Are you properly certified to teach in this state? \_\_\_\_\_ if not, are you eligible? \_\_\_\_\_

Certificate No. \_\_\_\_\_ Kind \_\_\_\_\_ Expiration Date \_\_\_\_\_

**D. PREVIOUS EXPERIENCE**

1. List below a complete chronological history of previous work experience. Begin with the most recent experience.

	Name of Employer	Address/Phone	Date of Employment (Began/Terminated)	Position Held
(a)				
(b)				
(c)				
(d)				
(e)				

2. What was the major reason for leaving your last employment? \_\_\_\_\_

\_\_\_\_\_

3. Do you have a relative who is a member of the Purcell School District Board of Education?

\_\_\_ Yes \_\_\_ No if yes, please give the relationship: \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_



**E. REFERENCES**

Please do not refer to relatives. Please give two (2) local references.

	Name	Occupation	Address/Phone
1.			
2.			
3.			
4.			

**F. To be completed by Secretarial Applicants**

Please list any business machines/computer programs you can operate or are familiar with:

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Please list any other beneficial qualifications (other than education):

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**G. To be completed by Bus Driver Applicants**

Drivers License No. \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

Chauffeur \_\_\_\_\_ Commercial Chauffeur (CDL) \_\_\_\_\_ Operators \_\_\_\_\_

Have you ever driven a school bus? \_\_\_\_\_

Have you ever attended the Oklahoma School Bus Driving School? \_\_\_\_\_

Dates and location of school \_\_\_\_\_

School bus certification expires \_\_\_\_\_ {Please Attach Copy}

List any restrictions on your license \_\_\_\_\_

List any traffic offenses for which you have forfeited your license during the past three years.

Offense	Place	Year

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**F. COMPLETED APPLICATION**

This application will serve as your request to add your name to our list of applicants. The acceptance of an application is not a promise of employment. All applicants must apply directly to the Superintendent and not to the individual schools. I understand that my application will remain active from January 1 through December 31 of the year in which application is made and that I should notify the Superintendent, in writing, if I wish to be considered beyond that period.

All persons, firms and entities listed in this application are hereby authorized to release any information or records concerning me to the Purcell Schools and I hereby release said persons, firms and entities from any liability as a result of the furnishing of such records and information. I certify that to the best of my knowledge the facts set forth in my application are accurate and complete. I understand that if I am employed and any information in this application is false or incomplete, my employment can be terminated.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Remit To: Purcell School District  
Attn: Personnel  
919 North 9th  
Purcell, OK 73080-2099

**NOTE: All attachments must be completed.** Your application will be retained in our *active file two (2) years 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 the application throughout this time period.

Additional Comments: