

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:

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

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 |
|---------|-------|------|
| | | |
| | | |
| | | |

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: