



APPLICATION FOR EMPLOYMENT
 Non-Certified Employee
SKIATOOK PUBLIC SCHOOLS

355 South Osage
 Skiatook, OK 74070-0217
 (918) 396-1792 • Fax: (918) 396-1799
 www.skiatook.k12.ok.us

Expect To Be Impressed!

Skiatook Public Schools is an equal opportunity employer and adheres to the principles and practices which prohibit discrimination in employment on the basis of race, religion, gender, age, national origin or handicap.

Personal Data:

Date of Application ____/____/20__

Last Name:	First:	Middle:
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Address:	City:	State:	Zip+4:
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Home Phone:	Business Phone:	Social Security Number:
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Position(s) Applied For:

Are you available for work:

- Full Time 12 mos.
 Full Time 9 mos.
 Part Time 12 mos.
 Part Time 9 mos.

Education and Training:

Name, Address, City, State, Zip+4 of Institution	No. of years completed	Diploma, Degree or Major
High School		
College		
Trade/Business		
Other		

Military Experience:

Have you ever served in the Armed Forces of the United States? Yes No

Dates of Duty: From _____ To _____

Did you receive any job related training while in the military? Yes No

If yes, please describe: _____

General Information:

Have you been previously employed by Skiatook Public Schools? Yes No

Oklahoma State Law prohibits the employment of individuals directly related to members of the Board of Education. Are you related to any member of the Skiatook Schools Board of Education? Yes No

If yes, please indicate and name the relationship. _____

Are you related to any employee of Skiatook Public Schools? Yes No

If yes, please indicate and name the relationship. _____

Do you agree to sign an authorization and release form to obtain a national felony record search with prospective employee's name and social security number? Yes No

Do you presently smoke? Yes No

If yes, do you agree not to smoke in school facilities or vehicles or on campuses? Yes No

Have you ever entered a plea of guilty or nolo contendere to a state or federal felony charge? Yes No

Have you ever been convicted of a state or federal felony offense? Yes No

Have you ever been charged with a state or federal offense which was reduced to a misdemeanor offence to which you entered a plea of guilty or nolo contendere? Yes No

Have you ever entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? Yes No

(Transportation Applicants Only)

Describe all traffic offenses for which you pleaded guilty or nolo contendere, or were convicted, and all accidents in which you were involved during the past 5 years.

Has your driver's license ever been suspended or revoked? Yes No

If yes, please explain: _____

Special Skills:

Computers: _____

Office Machines: _____

Typing Speed: _____ words per minute. Steno speed: _____ words per minute.

Maintenance Machines: _____

Food Service Machines: _____

Other Training: _____

CDL: Yes No School Bus: Yes No Endorsements: Passenger Other

Years of driving experience: Car _____ Bus _____ Other _____

Employment Experience:

List present employer or most recent employer first. (If additional space is needed, please continue on a separate sheet of paper.) May we contact your present employer. Yes No

Employer: _____
Address: _____
Phone No.: _____ Dates Employed : From _____ To _____
Job Title: _____ Supervisor: _____
Work Performed: _____ Reason for leaving: _____

Employer: _____
Address: _____
Phone No.: _____ Dates Employed : From _____ To _____
Job Title: _____ Supervisor: _____
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Address: _____
Phone No.: _____ Dates Employed : From _____ To _____
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Work Performed: _____ Reason for leaving: _____

Employer: _____
Address: _____
Phone No.: _____ Dates Employed : From _____ To _____
Job Title: _____ Supervisor: _____
Work Performed: _____ Reason for leaving: _____

References:

Give three references who are not related to you and are not previous employers.

Name	Address	Phone	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Person to be notified in case of emergency: (Name, Address and Phone)

In order that the officials of the Skiatook Public Schools may be fully informed as to my personal character and qualifications for employment, I hereby authorize the Skiatook Public Schools to contact any former employer or other person whom they wish to contact concerning my personal character and qualifications, and I hereby release any such persons and the Skiatook Public Schools from any and all liability for information provided or obtained as a result of these inquiries.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information, misrepresented information or significant omissions may disqualify me from further consideration for employment and may be considered justification for immediate termination at any time prior to or after my employment with the Skiatook Public Schools may have commenced.

Signature

Date

FOR SKIATOOK PUBLIC SCHOOLS PERSONNEL OFFICE USE ONLY

Date Interviewed: _____ By: _____ Remarks: _____

Date Interviewed: _____ By: _____ Remarks: _____

Date Interviewed: _____ By: _____ Remarks: _____

**SKIATOOK PUBLIC SCHOOLS
AUTHORIZED FOR RELEASE OF INFORMATION**

In connection with my application for employment with Skiatook Public Schools, I authorize Skiatook Public Schools, Accufax and their respective agents to solicit background information relative to my criminal record history.

I AUTHORIZE, WITHOUT RESERVATION, ANY PERSON, AGENCY OR OTHER ENTITY CONTACTED BY SKIATOOK PUBLIC SCHOOLS, ACCUFAX OR THEIR AGENTS, TO FURNISH THE ABOVE MENTIONED INFORMATION.

I release Skiatook Schools, Accufax, their respective employees and agent and all persons, agencies and entities providing information or reports about me from any and all liability arising out of the release of any such information or report.

Name: (Print) _____ DOB: _____

AKA or Maiden Name: _____ Soc. Sec. # _____

Current Address: _____

City/County/State/Zip Code: _____

Signature: _____ Date: _____

OFFICE USE ONLY

The following states and counties: _____

We Request pre-employment criminal history background checks.

Skiatook Public Schools acknowledges that it seeks release and dissemination of the above information for the purpose of determining applicant's qualifications for employment with the district.