

To be Completed by Staff	Interview Scheduled		Interview Completed		Interview Scheduled		Interview Completed
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CERTIFIED PERSONNEL EMPLOYMENT APPLICATION

Wilburton Independent School District Number 1

1201 W. Blair Ave
 Wilburton, OK 74578

phone 918-465-2100 fax 918.465.3086

Date _____

BACKGROUND STATEMENT

I have read, completed, and signed the attached *Background Statement* and understand that Wilburton Schools will run a personal background check prior to my employment by the school district.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of Wilburton Public Schools to provide equal opportunities for employment, retention, rehire, transfer and reassignment, and advancement of all persons regardless of age, race, color, creed, national origin, veteran status, political affiliation, religion, disability, or gender. NOTE: To remain active, applications must be renewed or updated every twelve months

PERSONAL DATA

Last Name	First Name	Middle Name	Home Phone	Work Phone	Other Phone
Present Address		City	State	Zip	How Long at This Address
Last Address		City	State	Zip	How Long at This Address

POSITION FOR WHICH YOU ARE APPLYING: *List Grades and Subjects in Order of Preference:*

Early Childhood (K) _____

Elementary (Grades 1-5) *List Grade Preferred* _____

Middle School (Grades 6-8) *List Grade Preferred* _____

High School (Grades 9-12) *List Grade Preferred* _____

School Psychologist ~ School Nurse ~ Media Specialist ~ Counselor _____

Coach - *List Grade Level Preferred and List Each Sport* _____

Administrator - *List Administrative Level Preferred* _____

PROFESSIONAL REFERENCES *(List 4) List only those persons who are qualified to evaluate our qualifications.*

NAME	OFFICIAL POSITION	ADDRESS	PHONE	CITY	STATE	ZIP CODE

EDUCATION AND PROFESSIONAL TRAINING

High School			City			State	
College or University	City	State	Dates Attended FROM	Dates Attended TO	Degree Received	Date of Degree	Total Semester Hours Earned in Each School. If Qtr. hours, please indicate.

Total Semester hours of College Credit

Undergraduate Area of Specialization	Major	Minor

Graduate Area of Specialization	Major	Minor

College Activities in which you participated	Hobbies/Sports/Special Interests

PRACTICE TEACHING (If Entry Year)

School Name	Address	Principal	Phone	Supervising Teacher	Phone

Do you hold an Oklahoma Teaching Certificate? YES NO

Expiration Date _____

Type Certificate: _____

License Number: _____

Subject	Subject	Subject	Subject	Subject	Note

TEACHING EXPERIENCE

Date FROM	Date TO	Name of Employer	Address	Rank or Position Held	Reason for Leaving or Type of Discharge

List Annual Salary of Last Teaching Position Held: _____

Activity or Activities you would be willing to sponsor: _____

COMPLETE THE FOLLOWING QUESTIONS

1. Have you ever been convicted of a felony? Click YES NO
2. Are you able to perform all tasks as according to the job description for this position? Click YES NO
3. Are you currently under contract? YES NO If "YES," where are you working? _____
4. When are you available to begin employment with Wilburton Public Schools? _____

NON TEACHING EXPERIENCE ~ *Include Military Service Record*

Date FROM	Date TO	Name of Employer	Address	Rank or Position Held	Reason for Leaving or Type of Discharge

Submit a Resume, Copies of Transcripts and a Copy of your Oklahoma Teaching Certificate with Completed Application to:

Wilburton Public Schools
1201 W. Blair Ave
Wilburton, OK 74578
(918) 465-2100

AGREEMENT

I authorize investigation of all statements contained in this application. I understand misrepresentation or omission of facts called for is cause for dismissal without notice at any time during my employment

I agree, if employed, to follow all rules and regulations of this school district.

I agree to promptly notify the school district personnel of any change of address during my employment.

Signature: _____ Date: _____

Wilburton Public Schools
Background Check Consent Statement

I acknowledge that I have received a conditional offer of employment from Wilburton Public Schools contingent on the district requesting a background check. The background check will consist of a criminal history check and a sex offender registry check to be used solely for employment related purposes.

I understand that Wilburton Public Schools offer of employment is contingent upon the receipt and evaluation of the background check report.

I am providing the school district with my social security number and date of birth to permit a background check to occur.

Failure to provide consent or the required information after receipt of an offer of employment will result in the withdrawal of any offer of employment with Wilburton Schools. If Wilburton Schools hires me, it may request such additional reports about me for employment related purposes during the course of my employment. I understand that if Wilburton Public Schools hires me, my consent will apply throughout my employment to the extent permitted by law.

I have carefully read and understand this Background Check Consent Statement and, by my signature below, consent to the release of criminal history and sex offender registry reports to Wilburton Public Schools within the terms of this Statement.

This Background Check Consent Statement in original, faxed, photocopied, or electronic form will be valid for any such reports that Wilburton Public Schools may request.

Signature of Applicant _____

Date: _____

Date of Birth _____

Social Security Number _____