

MILLWOOD PUBLIC SCHOOL DISTRICT EMPLOYMENT APPLICATION

6724 Martin Luther King Avenue
Oklahoma City, OK 73111-7995

It is the policy of Millwood Independent School District Number 37 to provide equal opportunities without regard to race, color, national origin, sex, gender, or disability to its educational programs and activities. This includes, but is not limited to, admissions, educational services, and employment. Inquiries concerning application of this policy may be referred to Affirmative Action Coordinator at above address.

NAME: _____

LAST

FIRST

MI

HOME PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____

STREET or PO BOX

CITY

STATE

ZIP

APPLICANT NOTE:

This application form is intended for use in evaluating your suitability for employment. It is not an employment contract. Please answer all appropriate questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment and benefits. All qualified applicants will receive consideration without discrimination because of sex, gender, marital status, race, age, creed, national origin, or the presence of disabilities. To assure qualification for essential functions of the job, employment may be contingent upon the results of additional testing of your job-related skills, mental/physical abilities, physical condition, and for the presence of drugs in your body. A national criminal history records check will be conducted on all prospective employees approved for employment and all substitutes as authorized by Oklahoma law.

MARK APPROPRIATE BOXES

- New Application
- Previous Application on File
- Former Employee of Millwood School District
- Full- Time
- Part- Time
- Substitute

INDICATE POSITION(S) DESIRED FOR WHICH YOU ARE LICENSED

- Teacher
- Guidance Counselor
- Media Specialist
- Other (Explain) _____
- Administrator
- PreK - 6
- 7 - 8
- 9 - 12

GENERAL INFORMATION:

Are you presently under contract? Yes No

If yes, where? _____ Present position _____

If presently employed, why do you wish to change? _____

Have you ever been refused tenure (non-probationary) status? Yes No (If yes, comment below)

Have you ever been discharged or requested to resign from a position? Yes No (If yes, comment below)

Have you ever had a certificate or license revoked or suspended? Yes No (If yes, comment below)

How were you made aware of a vacancy at Millwood? _____

List other skills, licenses, fluency in other languages or certificates that are job-related: _____

GENERAL COMMENTS

TEACHING EXPERIENCE in chronological sequence, list all teaching experience (do not include substitute teaching)

Name of School	School District City/County	State	Position Held: Grade or Subjects Taught	Month Date Year	Total Years	Full Time	Part Time	Supervisor's Name and Phone Number

WORK EXPERIENCE OTHER THAN TEACHING

Employer	City/County	State	Job Description	Employment Dates	Supervisor's Name and Phone Number

EDUCATION AND PROFESSIONAL TRAINING List chronologically

Level of Education	Name of School	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance (from/to)
High School						
College or University						

STUDENT TEACHING EXPERIENCE

Name of School	School District City/County	State	Grade Level and/or Subject	Dates

GENERAL COMMENTS

PREVIOUS EXPERIENCE

- 1. Have you ever been employed by this school district? Yes No
- 2. If above response is "yes" complete the following: a. Inclusive dates of such employment _____
 b. Your name during the period of employment, if changed since then _____
- 3. Have you ever been terminated from employment? Yes No. If yes, explain.
- 4. Have you ever been asked to resign? Yes No. If yes, explain.
- 5. Total years experience in an accredited school under contract as a teacher _____

CERTIFIED

A. If you have been issued an Oklahoma license, please submit a photocopy. Copy enclosed? Yes No License has not been issued.

Type of License _____ License Number _____

Year of License Expiration _____ Endorsement (s) _____

B. If you do not currently hold an Oklahoma license, have you made application? Yes No. Does not apply

Date applied for license: _____

C. If you have been issued a license or certificate in another state, please submit a photocopy. Yes No License has not been issued.

State _____ Expiration Date _____ License/Endorsements _____

State _____ Expiration Date _____ License/Endorsements _____

HEALTH & SAFETY

Have you had any work-related illnesses or injuries? Yes No

If you have had such illnesses or injuries, would these prevent you from performing essential functions of the described job?
 Yes No

Do you have any physical or mental condition which would affect your job performance, your safety of others in the workplace or during your work? Yes No

If hired, would you be taking medication or drugs which would affect your job performance, your safety or the safety of others in the workplace or during your work? Yes No

If you have answered yes to any questions, please describe in the 'General Comments' at the bottom of this page.

GENERAL COMMENTS

EXTRACURRICULAR ACTIVITES

Indicate the number of years experience in the activities listed below. Enter additional activities if necessary. *Circle activities you are willing to coach or sponsor*

Extracurricular Activities	High School Experience	College Experience	Contract Experience	Extracurricular Activities	High School Experience	College Experienced	Contract Experience
Basketball				Intramural Director			
Volleyball				Athletic Trainer			
Wrestling				Drama			
Track				Yearbook			
Cross-Country				Newspaper			
Softball				Student Government			
Football				Honor Society			
Golf				Choir			
Tennis				Cheerleading			
				Dance			

SECURITY

In which states have you lived the past seven years? (Include counties): _____

Have you used any names (aliases, maiden names, married names, etcetera) or social security numbers other than given on page one?

Yes No. If so, please list _____

Have you ever been convicted of a felony or served time for a felony? Yes No. If yes, name charges and year _____

Have you ever been convicted of any crimes of moral turpitude or offenses involving children, handicapped, or the elderly?

Yes No

If you answered yes to any of the above questions, please describe below.

Incident Date	City and State	Charge

Prospective employees and substitute teachers will be required to furnish two finger print cards that will be submitted with the district's request to the State Department of Education. Prospective employees and substitute teachers must pay the cost of the national criminal history records check up to \$50.00 and any related fee.

OTHER INFORMATION

To avoid conflict of interest, list any local school board member or employee relative(s) in the school district and cite relationship.

Estimate your total absence from work or school for the last three years and explain the reason (s) _____

REFERENCES

It is the applicant’s responsibility to provide the following information in order to be considered for employment:

- A. The names, phone numbers, and addresses of at least three reference sources (including current employer if employed, or last employer if not currently employed)
- B. Applicants with work experience must provide recommendations from principals or superintendents from all contracts involving educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experiences.

Name of Reference	Position/Relationship	Mailing Address	Phone Number
1.			
2.			
3.			

CERTIFICATION AND RELEASE

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of act called for in this application may result in rejection of my application.

After reviewing the essential job functions from the respective job description, are you able to do them with or without reasonable accommodation? _____ Yes _____ No

The District is interested in your ability to adequately perform the job sought. The District will not consider your prospective need for reasonable accommodation as per the Americans With Disabilities Act at this stage.

If, after reviewing your application form, verifying your responses and conducting necessary interviews or tests, you are considered for the job and would need reasonable accommodation to perform the essential job functions, the District will explore these alternatives.

REMEMBER: The District may conduct a pre-employment examination, which will determine whether you can perform the essential functions of the job without substantial risk to you or the public.

In naming references, give preference to supervisors, principals and other educators who are familiar with your professional work. **DO NOT** name as a reference any person who has already provided this information to your Placement Bureau. Addresses for each reference must be complete.

College or University is to forward placement folder: _____ Yes _____ No

If you are known to any reference by any other name than the one listed in Section A, write your former name below and underline the name of the reference: _____

May we contact references listed above? _____ Yes _____ No

AUTHORIZATION: “I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

Signature _____ **Date** _____

GENERAL INFORMATION FOR APPLICANT

CERTIFICATION

Only those teachers holding valid Oklahoma Teaching Certificates in their field of preparation will be considered for employment. It is the responsibility of the applicant to become certified to teach. All offers of employment are tentative until the prospective employee obtains an appropriate teacher's certificate.

REQUIREMENTS

The following must be completed and on file within the first 20 days of employment to insure continued employment:

A. Certificate

A valid Oklahoma Teaching Certificate in the field of preparation must be on file in the Superintendent's Office. Failure to comply will be justification for withholding warrants or dismissal.

B. Transcripts

An official transcript of completed college or university work should be filed with the application. Failure to comply will be justification for withholding warrants or dismissal.

C. Retirement

Being a member of the Teachers' Retirement System of Oklahoma is mandatory. All certified personnel must complete Teacher Retirement Form AF-1.

D. Employment Papers

The Loyalty Oath and Standards of Performance as the State requires and withholding tax forms must be completed before the employee reports to the assignment.

APPLICATION RENEWAL

Unless a renewal is requested, all applications will remain in our active file for a one (1) year period. Upon request transcripts will be returned.

SALARY

Two (2) pay periods per month. Recognition for prior teaching experience verified by the Oklahoma Department of Education may be allowed on the salary schedule.

ENCLOSURES TO APPLICATION

Check the following items when they are complete, then mail the application along with all required enclosures to the Superintendent of Millwood Public Schools.

- LETTER OF CONSIDERATION typed or in script. We suggest that you include in your letter information regarding your interests, community and civic activities, and any other appropriate information such as honors, publications, positions of trust, or any experiences that lend support to your application. List school activities you are prepared to direct.
- TRANSCRIPT OF COLLEGE CREDITS. If the transcript is incomplete because you are currently enrolled in school, attach to the incomplete transcript a list of those courses and the semester hours to be earned.
- Copy of Oklahoma Teaching Certificate.

INTERVIEW

Applicants for full-time employment are only formally interviewed as specific openings occur within the Millwood Public School District.

As and when openings occur, all applicants on file may be informed and asked to schedule interview appointments with the appropriate school personnel accordingly. 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.