

INSTRUCTIONAL AND ADMINISTRATIVE APPLICATION

NAME _____ DATE _____

POSITION DESIRED _____

(Indicate levels in Elementary or subjects in Middle or Senior High School in order of preference.)

PAULS VALLEY PUBLIC SCHOOLS

PO Box 780

PAULS VALLEY, OK 73075

PAULS VALLEY PUBLIC SCHOOLS, DIST. I-18
301 NORTH CHICKASAW, PAULS VALLEY, OK 73075
TEL (405) 238-6453

APPLICATION FOR PROFESSIONAL POSITION

NOTICE TO APPLICANT: Independent School District I-18 of Pauls Valley, Oklahoma, does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, handicap, or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, Compensation, training and apprenticeship, and all other terms, conditions, benefits, and privileges associated with employment. This policy also extends to the educational programs and activities operated by the District.

Discrimination is specifically prohibited Title IX of the Education amendments of 1972, as amended, and Title 45, Subtitle A, Part 86 of the implementing regulations administered by the Director of the Office of Civil Rights of the United States Department of Health, Education and Welfare.

PERSONAL DATA: Use legal name only (Name on Social Security Card)

Last Name	Jr. etc.	First	Middle	Social Security#
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Date of application _____ Date Available _____

PERMANENT ADDRESS:

Street-PO Number-Apt. Number	City	State	Zip Code
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PRESENT ADDRESS:

Street-PO Number-Apt. Number	City	State	Zip Code
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Home Telephone _____

Have you been convicted of a felony? Yes _____ No _____

Kind of Employment: (Full Time Employment only) - check only those areas for which you can qualify and in which you would accept employment)

Elementary School Teacher _____ Middle School Teacher _____ Senior High School Teacher _____
 Professional School-Service Employee (Administrator, Counselor, Librarian, Nurse, etc) _____
 Specify: _____

AREAS OF CERTIFICATION:

ELEMENTARY

Kindergarten
 Primary
 Intermediate
 Physical Education
 Music
 Art

MIDDLE

Music
 Art

SECONDARY

Librarian
 Special Education
 Vocational (Specify) _____
 Nurse
 Music
 Art
 Supervisor
 Other (Specify) _____

CERTIFICATE NUMBER _____

EDUCATION INFORMATION

Graduate of what High School _____
School City State

Oklahoma Certification Test Passed (required if graduated after Jan. 31, 1982) _____

COLLEGES ATTENDED: (Use separate line for each degree)

College	Location	Dates of Attendance	Accredited?	Major Field of Study	Minor Field of Study	Type of Degree Completed	GPA

TYPE OF CERTIFICATE

- L-License-Oklahoma
- S-Standard-Oklahoma
- A- Provisional-Oklahoma
- T-Temporary-Oklahoma
- O-Out of State
- N-None

KIND OF CERTIFICATE

- 1-Professional School Service
- 2-Elementary School (K-8)
- 3-Elementary-Secondary Sch (K-12)
- 4-Secondary School (7-12)
- 5-Nursery & Kindergarten (N-K)

HIGHEST DEGREE HELD

- B-Bachelor
- B+16-Bachelor + 16 Graduate Hrs.
- M-Masters
- M+16-Master +16 Graduate Hrs.
- B+64-Bachelor + 64 Graduate Hrs.
- D-Doctor

CERTIFICATION AREAS - MUST BE COMPLETED

Secondary - Circle subject areas with 24 hours of major endorsement.

Elementary - Circle certified teaching areas.

Non-Teaching Activities

- 1. Elementary Principal
- 2. Secondary Principal
- 3. School Superintendent
- 4. School Counselor
- 5. Visiting Counselor
- 6. Teacher Counselor
- 7. Librarian
- 8. Psychologist
- 9. Psychometrist
- 10. School Nurse
- 11. Audio Visual Specialist

Elem. Education

- 20. Elementary Ed. all levels

Health & Physical Education

- 30. Health & Physical Education

Art

- 40. Art

Music

- 50. Music Theory
- 51. Vocal Music
- 52. Instrumental Music

Language Arts

- 70. Grammar & Composition
- 71. American Literature
- 72. English Literature
- 73. World Literature
- 74. Speech & Drama
- 75. Library Science
- 76. Journalism
- 77. Yearbook
- 78. Newspaper

Social Studies

- 90. U.S. Government
- 91. Democracy
- 92. Economics
- 93. Geography

Social Studies (Con't)

- 94. Sociology / Anthropology
- 95. Psychology
- 96. American History
- 97. Oklahoma History
- 98. Ancient & Medieval History
- 101. World History
- 102. Conser. of Nat. Reserves
- 103. International Problems
- 104. Black History

Science

- 120. Biology
- 121. Chemistry
- 122. General Science
- 124. Physics
- 125. Physical Science
- 127. Physiology
- 128. Botany
- 129. Zoology
- 132. Earth Science

Mathematics
 150. General Mathematics
 151. Algebra
 152. Geometry
 153. Trigonometry
 155. Linear Algebra
 156. Analysis
 157. Calculus

Foreign Language
 170. French
 172. German
 173. Latin
 174. Russian
 175. Spanish

Home Economics
 190. General Home Economics
 191. Vocational Home Economics
 192. Voc. Home Economics-
 Occupations

Agriculture
 210. General Agriculture
 211. Vocational Agriculture
 212. Voc. Agriculture-Occ.

Industrial Arts
 230. Woodwork
 231. Metal Work
 232. Drafting
 233. General Shop

Business Education
 250. Accounting
 251. Business English
 252. Business Law
 253. Business Machines
 254. Business Mathematics
 255. General Business
 256. Shorthand
 257. Typing
 258. Office Procedures
 262. Economics

Special Certificates
 270. Nursery & Kindergarten
 301. Reading Specialist
 290. Driver & Safety Education
 304. Jr. ROTC
 Physical Therapy

Special Education
 291. Mentally Handicapped
 292. Physically Handicapped
 293. Visually Impaired
 294. Speech Pathology
 295. Deaf or Hard of Hearing
 302. Learning Disabilities
 303. Emotionally Disturbed

Vocational Certificates
 296. Distributive Ed.
 299. Tech. & Indus. Ed.
 300. Voc. Business & Office Prac.
 305. Health Occupations Ed.

INEXPERIENCED CANDIDATES

STUDENT OR PRACTICE TEACHING

Grade or Subject Taught	# Weeks	Name & Address of School	1. College Supervisor 2. Cooperating Teacher

CREDENTIALS

Do you have placement credentials on file? Yes_____No_____ If yes, please request that they be sent to the Personnel Office. Credentials must be received in the Personnel Office before the application will be considered complete.

EXPERIENCED CANDIDATES

Dates	Name, Address and Zip of School District	Subject Taught	Name of Principal	Final Yearly Salary	Reason for Leaving
Fr: Mo __ Yr __ To: Mo __ Yr __ Yrs __					
Fr: Mo __ Yr __ To: Mo __ Yr __ Yrs __					
Fr: Mo __ Yr __ To: Mo __ Yr __ Yrs __					

Only teaching full time in college, teaching in a public school or in an accredited private school is creditable. Student teaching and substituting in most cases are not creditable. State law limits out-of-state experience to 5 years and military service experience to 5 years.

TOTAL NUMBER OF CREDITABLE YEARS _____

(Must be filled in)

Academic or Professional References (List 3)

Name	Street Address	City	State	Zip	Area Code/Phone	Occupation

Please give, in your own handwriting, any further information about yourself which you feel would be of importance in arriving at a fair evaluation of your qualifications.

REQUIRED CREDENTIALS INCLUDED WITH APPLICATION:

- _____ A copy of your Oklahoma Teaching Certificate (s)
- _____ A copy of complete & up-to-date Official Transcript(s)
- _____ Verification of out-of-state experience
- _____ Form 214-Verification of Military Service

Before this application can be evaluated, all requested information and materials must be received in the Personnel Office.

I authorize the verification of all references and information contained in this application, and hereby declare that the information given by me in this application is true and complete. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application, or discharge if I have been employed.

Date: _____
 Month Day Year

_____ Legal Signature of Applicant

Mail to: Pauls Valley Public Schools
 PO Box 780
 Pauls Valley, OK 73075

This application will be active until December 31. It must be renewed (and data updated) in person or by written request to remain in the active file.

Pauls Valley Public Schools
301 North Chickasaw
Pauls Valley, OK 73075

APPLICANT DATA FORM

EQUAL EMPLOYMENT OPPORTUNITY: The completion of this form is voluntary; however, its completion will help the Pauls Valley Public Schools comply with state and federal reporting requirements. The information will be used for statistical purposes only and will not in any way enter into the selection process.

Mr. _____ Social Security No. _____
Ms _____
Miss _____
(Print) Last Name First Middle

Permanent Address: Street/PO Box/Apt. No. City State Zip

Forwarding Address: Street/PO Box/Apt. No. City State Zip

Home Tel. & Dates you can be reached _____ Bus. Tel. & Dates you can be reached _____

ETHNIC BACKGROUND

SEX

- _____ 1. Hispanic (Spanish Origin or Descent)
- _____ 2. Black
- _____ 3. American Indian or Alaskan Native
- _____ 4. Asian or Pacific Islander
- _____ 5. White and all other

_____ Male _____ Age
_____ Female

DATE OF BIRTH: _____
Month Day Year

ACTIVE MILITARY SERVICE IN THE ARMED FORCES:

Branch _____ From: _____ To: _____
Month Year Month Year

Duties & Rank _____ Type of Separation _____

Have you ever been dismissed, asked to resign, or refused reemployment? Yes _____ No _____

SIGNATURE OF APPLICANT _____