

# CHICKASHA PUBLIC SCHOOLS

Personnel Department  
900 W. Choctaw Avenue  
Chickasha, OK 73018  
(405) 222-6500  
www.chickasha.k12.ok.us



## INFORMATION AND APPLICATION FOR CERTIFIED APPLICANTS

### APPLICATIONS

Applications for positions in the Chickasha Public School District shall be submitted on the forms provided by the Personnel Department. Please recognize the importance of completeness and accuracy in preparing these forms. Directions should be followed carefully with regard to the request for transcripts and credentials.

The following items must be included with the application or no further employment action can be taken and the application will be deemed incomplete: current **Oklahoma Teaching Certificate** - a copy will be accepted; **Official transcripts** - copies will be accepted. In order to claim out-of-state teaching credit, we must have a valid copy of your out-of-state certificate valid during the time you taught. Chickasha Public Schools will pay for up to five years of out-of-state teaching experience.

### INTERVIEWS AND EMPLOYMENT PROCEDURE

When a vacancy exists, the files of qualified applicants will be reviewed. Applicants will then be selected by the building Principal or supervisor for an employment interview. This interview, conducted at the appropriate school site, will be specific, dealing with a particular teaching position. A second employment interview may be scheduled if additional information is needed.

If an applicant is not selected for a position, the application will be returned to the active file for future consideration. Only the applicant selected for the position will be notified.

### NON DISCRIMINATION

The Chickasha Public School District 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 veteran.

### PERSONAL DATA

*Use legal name only*

<input type="text"/>			<input type="text"/>		
Last Name		First Name	MI	Social Security Number	
Date of Application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Month	Day	Year	Driver's License Number & State	
	Date Available			<input type="text"/>	
		Month	Day	Year	

### MAILING ADDRESS

<input type="text"/>			
House Number, Street, P.O. Box, Apartment Number	City	State	Zip

E-Mail Address	<input type="text"/>
----------------	----------------------

### Home Phone

<input type="text"/>	<input type="text"/>
Area Code	Number

### Cell Phone

<input type="text"/>	<input type="text"/>
Area Code	Number

### Work Phone

<input type="text"/>	<input type="text"/>
Area Code	Number

**EMPLOYMENT PREFERENCE**

Type of Employment:

Full time only  Part-time only  Either

Kind of employment (check only those areas for which you can qualify and in which you would accept employment)

Elementary Teacher  Middle School Teacher  High School Teacher

Professional School-Service Employee (Counselor, Librarian, Nurse, etc.)

Or specific position  \_\_\_\_\_

**AREAS OF CERTIFICATION:**

**ELEMENTARY**

Early Childhood   
 Kindergarten   
 Middle School   
 Physical Education   
 Music   
 Art   
 Subject Specific  Specify \_\_\_\_\_

**SECONDARY**

Librarian   
 Special Education  Specify \_\_\_\_\_  
 Vocational  Specify \_\_\_\_\_  
 Nurse   
 Counselor   
 Subject Specific  Specify \_\_\_\_\_

**STUDENT TEACHING: DATE STARTED** \_\_\_\_\_

Grade/Subject Taught	No. of Weeks	Name and Address of School	College Supervisor & Cooperating Teacher

**TEACHING EXPERIENCE (Include only regular teaching under contract - list most recent first)**

DATES		Name, Address and Zip of School District	Subject and/or Grades Taught
From			
To			
Total Yrs			
Name of Principal		Final Year Salary	Reason For Leaving

DATES		Name, Address and Zip of School District	Subject and/or Grades Taught
From			
To			
Total Yrs			
Name of Principal		Final Year Salary	Reason For Leaving

DATES		Name, Address and Zip of School District	Subject and/or Grades Taught
From			
To			
Total Yrs			
Name of Principal		Final Year Salary	Reason For Leaving

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 and military experience to 5 years each.

**Total Number of Creditable Years**

**ACADEMIC OR PROFESSIONAL REFERENCES (List 3)**

Name	Street Address	City, State, Zip	Area Code/Phone	Occupation

**EDUCATION INFORMATION**

Graduate of what High School : \_\_\_\_\_

School

City

State

Oklahoma Certification Tests Passed (Required if graduated after January 31, 1982)


Colleges Attended (Use separate line for each degree)

College/University	City/State	Dates Attended	Major	Minor	Degree

**GRADUATE STUDY**


**TYPE OF CERTIFICATE**

*(Circle Appropriate Items)*

- L - License - Oklahoma
- S - Standard - Oklahoma
- A - Provisional - Oklahoma
- T - Temporary - Oklahoma
- O - Out of State

**KIND OF CERTIFICATE**

- 1 - Professional School Service
- 2 - Elementary School (K-8)
- 3 - Elementary-Secondary School (K-12)
- 4 - Secondary School (7-12)
- 5 - Pre-K & Kindergarten (PK-K)

**HIGHEST DEGREE HELD**

- B - Bachelor
- B+12-Bachelor + 12 Graduate Hrs
- B+24-Bachelor + 24 Graduate Hrs
- M - Master
- D - Doctoral

Do you have a relative who is either a member of the Chickasha Board of Education or who is employed in any capacity in the Chickasha Public School District? Yes No (If yes, please give the following information)

Name of Relative	Relationship	Position Held

Have you ever been employed by this school district? Yes No

If yes, dates \_\_\_\_\_ Position \_\_\_\_\_ Under what Name? \_\_\_\_\_

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a criminal offense involving illegal drugs? Yes No

Have you ever been convicted of a criminal offense involving illegal use of alcohol? Yes No

Have you ever been convicted of a criminal offense involving minors? Yes No

Are you currently under contract with another district? Yes No If yes, where? \_\_\_\_\_

Have you ever been dismissed, asked to resign, or refused re-employment? Yes No

List any activities you are willing to direct/sponsor (academic team, science fair, etc.) \_\_\_\_\_

List any sports you are willing to coach (softball, basketball, soccer, etc.) \_\_\_\_\_

1. What is it that gives your professional life as a teacher meaning?

2. What do you consider to be your major strengths in working with students?

3. How do you determine what to teach your students?

4. In what areas do you believe your students will grow the most by having you as their teacher?

I hereby authorize the Chickasha Public Schools to obtain from my former employers and references all data needed to support this application. I certify that all information on this application is true and complete to the best of my knowledge, and I understand that any withholding or falsification of information on this application may be grounds for dismissal. Please be advised that the Chickasha School District believes that it has a responsibility to seek only those employees who are qualified in every respect. Applicant understands that the School Districts' receipt of a clear national felony record search of their name and fingerprints is a condition of employment. Because applicant desires employment with the School District, applicant authorizes the School District to request and obtain the results of an National felony record search of applicant's name and fingerprints. Applicant hereby releases applicant's felony record search results to the School District. Applicant also releases the School District of any and all liability relating to its request for, receipt, and use of the search results. Applicant understands that if applicant is hired by the School District prior to receipt of the results of the felony record search, applicant will be classified as a temporary employee until notified. Furthermore, applicant understands that if the felony record search reveals a prior felony offense conviction or if applicant provides a false response to one or more of the above questions, then applicant will be denied employment. If applicant is employed prior to receipt of the search results that reveal prior felony, then applicant is deemed to have resigned employment with the School District, effective upon acceptance by the board of education. Applicant waives applicant's right to any and all due process procedures to which applicant might otherwise be entitled under federal and state law and the School District's policies and procedures. Completion of this application does not guarantee an interview or employment with Chickasha Public Schools. Your application will be placed in an active file for one year from the date completed. We will need to be notified of any changes on the application during this time.

Applicant's Signature

Date

It is the policy of the Chickasha School District that the best qualified applicant shall be selected for each position without regard to race, color, religious belief, national origin, age, sex, handicap, marital, or veteran status. **Add by letter or by resume any additional information that will give us a more complete estimate of your experience, training, character, and ability.**