

**CERTIFIED PERSONNEL APPLICATION FOR EMPLOYMENT
BENNINGTON PUBLIC SCHOOL DISTRICT I040**

729 N. PERRY

BENNINGTON, OK 74723

Mail completed application to: **(Superintendent at above address)**

Notice to Applicant: This school district does not intentionally discriminate in its employment policies on the basis of race, national origin, religious beliefs, age, gender, or disabilities.

Notice of disqualification: Failure to answer questions truthfully or providing misleading or falsification information will disqualify for any position offered by the district, and, if discovered after employment, will result in dismissal from employment.

I state that I have read and understand this disqualification notice _____

(Applicant's signature)

General Information:

1. Name: _____ Phone#: _____

2. Address: _____

3. Date of Birth _____ SS#: _____

4. Are you a United States Citizen? _____ YES _____ NO

If not, what documentation do you have to show that you are legally eligible to work in the United States? _____

5. When are you available to start work? _____

6. Have you read the job description for the position for which you are applying?
Yes ___ No ___

7. Are you now capable of perform the duties required of the applicant of that job?
Yes ___ No ___

If not, how do you feel an accommodation can be reasonably made to allow you to perform essential job duties? _____

8. List Oklahoma certification presently held and certificate number or attach a copy of your teaching certificate.

9. If certificate is pending, please give information (certification pending, test date, etc.)

10. Please list any out of state certification you hold: _____
11. Are you presently employed? Yes ___ No ___
If so, are you employed by a school district? Yes ___ No ___
If yes, have you already submitted a resignation to the district and been released from contractual obligations past the effective date of the resignation? Yes ___ No ___
12. If applying for an elementary position, list grade preferences: _____
If applying for secondary position, list preferred subject assignments: _____
13. Have you previously applied for employment with this district? Yes ___ No ___
If yes, when was application submitted? _____
-

Educational Background:

- High School from which graduated: _____
- Date of graduation: _____
- Undergraduate university or college: _____
- Date of graduation: _____
- Degree received: _____
- Major: _____ GPA _____
- Minor: _____ GPA _____
- Other undergraduate universities or colleges attended: _____
- Dates attended: _____
- Postgraduate university attended: _____
- Dates attended: _____
- Student Teaching information : (if done in last five years)
- Name of district: _____
- Date: _____
- Supervising teacher: _____
- Grade Level: _____

Refer to consent form at the end of this application that is needed to be signed if no college and university level transcript(s) is submitted with this application.

Employment History:

The district will conduct background checks to verify information provided.

CONSENT AND RELEASE OF ALL CLAIMS AGAINST PREVIOUS EMPLOYERS:

Sign below if you agree that the District may contact your previous employers and ask them more detailed questions about your prior work experience, if you specifically consent to the release of information by these prior employers to the District, and agree to release such prior employers, and their governing boards, from any and all causes of action or other potential claims which you could have against them for answering questions about your work experience. This consent is a covenant not to sue any prior employer, their employees, or their board members for defamation, regardless of what prior employers may relate to the District regarding your previous employment experience.

I have read this consent and release of all claims and in consideration of being considered an applicant for employment agree to its terms.

Signature of Applicant: _____

Please provide the following information about your last district employers, with the current employer being listed first and then proceeding to your first district employer,

1. Current School district and job title: _____

Dates of employment: _____

Supervising Principal(s): _____

Superintendent: _____

Teaching assignments: _____

Extra duty assignments: _____

Reason for desiring to leave employment: _____

2. School district and job title: _____

Dates of employment: _____

Supervising Principal(s): _____

Superintendent _____

Teaching assignments: _____

Extra duty assignments: _____

Reason for leaving employment: _____

3. School district and job title: _____

Dates of employment: _____
Supervising Principal(s): _____
Superintendent: _____
Teaching assignments: _____
Extra Duty assignments: _____
Reason for leaving employment: _____

Criminal Activities:

The district has a duty to teach students proper citizenship and respect for the law, and teachers have an obligation to serve as role models for students. Because the district teaches students about the dangers of chemical abuse and because the district is entrusted with the supervision of minors, the district cannot have employees performing duties while under the influence of dangerous substances or substances which adversely affect reaction time and good judgment.

Information concerning past illegal act will be considered alone with the time of the offense, the seriousness and nature of the violation, any rehabilitation, and your subsequent employment history.

1. Have you ever been convicted of a felony?
Yes ___ No ___ If so, provide details: _____

2. Have you ever been convicted of a criminal offense involving illegal drugs?
Yes ___ No ___ If so, provide details: _____

3. Have you ever been convicted of a criminal offense involving illegal use of alcohol? Yes ___ No ___ If so, provide details: _____

4. Have you ever been convicted of a criminal offense involving minors?
Yes ___ No ___ If so, provide details: _____

Driving Record:

This portion is only to be completed if you are applying for a position that requires the teacher to transport students.

1. Has your driver license been suspended within the past 5 years?
Yes ___ No ___ If so, for what reason was it reinstated? _____

2. Have you been convicted of driving under the influence of drugs or alcohol?
Yes ___ No ___ If so, provide details: _____

Related Information:

Please complete the following:

- (1) Briefly discuss the reason you have chose education as a profession:

- (2) Briefly discuss your philosophy of education:

- (3) Briefly describe the contributions you believe you can make to Bennington School. _____

(4) Briefly describe your opinion of the roll of extra-curricular activities in the school system. _____

Verification: I verify that the answers provided are true and correct.

Applicant's signature

Date

CONSENT FOR RELEASE OF TRANSCRIPT

I, _____ consent to the release of my transcript by the following educational institutions to the BENNINGTON PUBLIC SCHOOLS, if a copy of the transcript is so requested by the district.

Date

Applicant's signature

Educational Institutions, Years of Attendance or Graduation, and name on transcript, if different from name above:

1. _____

2. _____

3. _____

4. _____

5. _____

AUTHORIZATION AND RELEASE

This authorization and release is executed under penalty of perjury on the ___ day of ___, by ___, applicant for employment ("Applicant") with the Pennington School District No. 01, F040 County, Oklahoma (School District).

Applicant understands that the School Districts' receipt of a clear state or national felony record search of his/her name and fingerprints is a condition of employment with the School District. Because Applicant desires employment with the School District, Applicant authorizes the School District to request and obtain the results of an Oklahoma or 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 acknowledges that Applicant has been furnished and understands all of the requirements of the School District's felony record search policy and agrees to be bound by all of its terms and conditions.

Applicant also agrees to truthfully answer the following questions:

Have you ever:

	Yes	No
1. Entered a plea of guilty or nolo contendere to a state or federal felony charge?	___	___
2. Been convicted of a state or federal felony offense?	___	___
3. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?	___	___
4. 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?	___	___

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 otherwise by the superintendent of schools. 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 a prior felony, then Applicant is deemed to have resigned Applicant's temporary employment with the School District, effective upon acceptance by the board of education. The board of education may accept Applicant's resignation at any time within 30 days after the date the School District was notified of either the unsatisfactory search results or the false response, whichever is later. 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 Districts' policies and procedures.

Applicant's Signature

AUTHORIZATION AND RELEASE (Cont.)

VERIFICATION

STATE OF OKLAHOMA)
COUNTY OF Bryan)§

_____, Applicant, of lawful age and being first duly sworn upon oath, deposes and states that Applicant is familiar with the statements set forth above; that Applicant has read the foregoing Authorization and Release; and Applicant states that all the matters therein set forth are true and correct.

Applicant

SUBSCRIBED AND SWORN to before me this ____ day of _____, _____.

Notary Public

My Commission Expires: _____

(Seal)

**FELONY RECORDS SEARCH
PROCEDURES**

(Optional: To be used if a district chooses to do records searches)

Pursuant to 70 O.S. §5-142, the *Bennington* School District will obtain the results of a national felony record search of the name and fingerprints of every prospective school district employee. During the first interview with each employment applicant, the applicant will be advised that:

1. The school district requires a national felony record search of every prospective employee's name and fingerprints as a condition of employment;
2. To enable the school district to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the school district;
3. The school district will request a felony record search only if the superintendent of schools recommends employment of the applicant;
4. If the superintendent of schools recommends employment of the applicant, the applicant must pay the search fee, which will not exceed \$50;
5. The school district will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;
6. If the superintendent of schools recommends employment of the applicant, the applicant must permit the Oklahoma State Bureau of Investigation to fingerprint the applicant; and
7. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until the school district is notified that the search is clear of any felony record.

If the felony records search reveals a prior felony offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the school district, effective upon acceptance by the board of education. The board of education may accept any employee's resignation at any time within thirty (30) days after the date the school district is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures that might otherwise be available under federal and state law and school district policies and procedures.

The school district will also request a national felony record search of the name and fingerprints of any current school district employee if the board of education recommends a search of that employee's felony record.