

**APPLICATION FOR EMPLOYMENT
(NON-CERTIFIED)**

**BENNINGTON PUBLIC SCHOOLS
729 N. PERRY
BENNINGTON, OK 74723**

Mail application to the above address:

Attention: Superintendent

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

Date: _____ Position Applying For: _____

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone # _____ Emergency # _____ Social Security # _____

Birth date: _____

Education:

High School: _____ Yr. Graduated: _____

Trade School: _____ Yr. Completed: _____
(dates attended) _____

College: _____ Yr. Graduated: _____
(dates attended) _____

Continuing Ed: _____

WORK EXPERIENCE: (List most recent first)

Company Name: _____

Position: _____

Duties: _____

Employment Dates: From: _____ To: _____

Reason for leaving: _____

Company Name: _____

Position: _____

Duties: _____

Employment Dates: From: _____ To: _____

Reason for leaving: _____

Company Name: _____

Position: _____

Duties: _____

Employment Dates: From: _____ To: _____

Reason for leaving: _____

MILITARY EXPERIENCE:

Branch: _____ Type of Discharge: _____

From: _____ To: _____
(Date)

REFERENCES:

Name: _____

Relationship: _____

Address: _____

Phone #: _____

Name: _____

Relationship: _____

Address: _____

Phone #: _____

Name: _____

Relationship: _____

Address: _____

Phone #: _____

AUTHORIZATION AND RELEASE

This authorization and release is executed under penalty of perjury on the ___ day of ___, by ___, applicant for employment ("Applicant") with the Bemington 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.