

# Texhoma Public Schools

418 Elm Street  
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[www.texhoma61.net](http://www.texhoma61.net)

## APPLICATION FOR CERTIFIED EMPLOYMENT

To Applicant: We appreciate your interest in our institution and assure you that we are sincerely interested in your qualifications. A clear understanding of your background will aid us in placing you.

Date: \_\_\_\_\_

The position you are applying for? \_\_\_\_\_

### PERSONAL DATA

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Office) \_\_\_\_\_

### RECORD OF EDUCATION

	Name and Address	Years Attended	Degree Sought	Degree Obtained
High School				
College				
College				
College				

Do you hold a teaching certificate? State: \_\_\_\_\_ Number: \_\_\_\_\_

### RECORD OF EMPLOYMENT

Have you been previously employed by us? \_\_\_\_\_ If so, when? \_\_\_\_\_

List in order, present to past, all employment, including military and volunteer services.

1. School/Company Name and Address	From (Mo Yr)	To (Mo Yr)	Job Title	Salary
Supervisor	Telephone	Reason For Leaving		
2. School/Company Name and Address	From (Mo Yr)	To (Mo Yr)	Job Title	Salary
Supervisor	Telephone	Reason For Leaving		

Texhoma Public Schools is an equal opportunity employer

3. School/Company Name and Address		From (Mo Yr)	To (Mo Yr)	Job Title	Salary
Supervisor	Telephone	Reason For Leaving			

May we contact the employers listed above? \_\_\_\_\_

If not, indicate by number the one(s) you do not wish contacted. \_\_\_\_\_

Summarize accomplishments, awards and skills, which you feel, would benefit Texhoma Public Schools.

<b>REFERENCES</b>
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Name	Address	Occupation	Telephone Number

I hereby certify that the information set forth in the above Application for Employment is true and correct to the best of my knowledge. I authorize investigation of all statements contained in this Application for Employment as may be necessary in arriving at an employment decision. I understand that any false or misleading information given in my application or interview may be considered sufficient reason for refusal to further consider my Application for Employment or dismissal in the event I am already employed. Also, I understand that I am required to abide by all rules and regulations of the Texhoma Public Schools.

<p><b>Prospective employees are hereby notified of the National Criminal History Record Check requirement:</b> Texhoma Public Schools will require of all new employees (effective 7/1/10) "a National Criminal History Record Check". This means a check of criminal history records entailing the inclusion of fingerprinting and submission of fingerprints to the United States Federal Bureau of Investigation (FBI). Employment may not exceed sixty (60) days pending receipt of results of National Criminal History Record Check requests</p>
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**As required by law, Title 70 O.S. Supp 1985, 3-104.1, every applicant must answer the following questions:**

1. During the preceding ten-year period, have you been convicted of a felony? \_\_\_\_\_
2. During the preceding ten-year period, have you been convicted of a crime involving moral turpitude? \_\_\_\_\_

If the answer to either of the preceding questions is "Yes", state on a separate sheet of paper the nature of the charge and in what court you were convicted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please email to [tom.schroeder@texhoma61.net](mailto:tom.schroeder@texhoma61.net) , and reference date of this application:**

1. Resume with any additional information you wish considered.
  2. Copy of College or University transcripts.
  3. Copy of Teacher Certificate.
- ❖ This application is held active from January 1<sup>st</sup> through December 31<sup>st</sup>.
  - ❖ Texhoma Public School System does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability.
  - ❖ **By submitting this application, I authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal.**