

(To be completed by Personnel Staff)	Application Received	Interview Scheduled	Interview Completed	PHOTOGRAPH (optional)
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KEYS PUBLIC SCHOOLS
 26622 South 520 Road
 Park Hill, OK 74451
 "An Equal Opportunity Employer"
CERTIFIED EMPLOYMENT APPLICATION

PERSONAL DATA (Please type or Print in Blue or Black Ink).	Date
NAME _____ Last Name First Name Middle Name Maiden Name (optional)	
Present Address _____ Street Address City State Zip Phone	
Permanent Address _____ Street Address City State Zip Phone	
Date of Birth _____ Social Security Number _____ (optional)	
Position for which you are applying (Please list subjects, grades in order of preference)	
Elementary (K-4) (List at least three choices)	
Middle School (5-8) (List only subjects for which certified)	
Senior High (9-12) (List only subjects for which certified)	
Administrative, Supervisory, Psychometrist, Counselor, Other	
Complete the following questions :	
1. Do you possess a valid Oklahoma teaching certificate? Yes _____ No _____ Please indicate the type of certificate you hold: Standard _____ Alternative _____ Emergency _____ Teacher # _____ Please indicate the expiration date of certificate: _____ Please indicate the field(s) for which your certificate is valid: _____	
2. Are you currently certified in another state? Yes _____ No _____ Where? _____ Type? _____ Field? _____	
3. Are you currently under contract? Yes _____ No _____ Where? _____	
4. Why do you wish to leave your present position? _____	
5. When are you available to report? _____	
6. Have you been convicted of a felony in the past 7 years or are you currently charged with the commission of a felony? If yes, state what, when, and how: (Note: this information does not in itself disqualify you for employment) Yes _____ No _____ _____	

ACADEMIC PREPARATION	City and State	Attended From To	Degree Received	Date
High School				
College or University				
College or University				
College or University graduate study				
other				
other				

TEACHING EXPERIENCE (place student teaching on 1st line) School & System	City & State	Phone #	Grade(s) or subject(s)	Supervisor	From Mo. Yr.	To Mo. Yr.

RELATED WORK EXPERIENCE (List only positions directly related to teaching, teaching area, or youth work.) Employer	City and State	Phone #	Position	From	To

PROFESSIONAL REFERENCES (List only those persons who are qualified to evaluate your qualifications for positions sought. Include principals/superintendents of systems where experience was gained. References must have complete names, addresses, phone numbers, and zip codes.)				
Name	Title	School, System, College	Phone #	Complete Address
Cooperating Teacher				
College Supervisor				
Other				
Other				
Other				

OTHER INFORMATION

Name, address and telephone number of person to notify in case of emergency.

Attach copy of all transcripts, updated resume and certification.

"It is the fundamental policy of the Keys Public School District 11-I006, to provide equal opportunity in all its operations and in all areas of employment practice and to assure there shall be no discrimination against any employee or applicant on the basis of age, race, color, religion, sex, national origin or handicap."

In the interest of the safety and well being of all students in Keys Public Schools, references and records available on all full-time employees will be thoroughly checked at the time of hiring. The following procedures will be used:

1. The Superintendent or his/her designee will check References of applicants).
2. The Superintendent or his/her designee will check former employers of all new hires.
3. The district will complete the OSBI check on all new hires.
4. The district will complete the national felony search on any out-of-state employee on whom insufficient information or conflicting information appears to exist. The cost of the search will initially be borne by the employer. If the results of the search indicate reasons for not continuing employment, the individual will be terminated immediately. Drug test are performed on all new hires.

"I have applied for employment with the Keys Public Schools District 11-I006. I hereby give the District permission to make inquiries of references and former employers concerning my performance in the past and my general character. This permission form may be attached to requests for information and I hereby authorize the party receiving this form to give full and complete information as may be requested by the Keys Public Schools District 11-I006. I further agree that the information requested will not become a part of my personnel file if I am employed by the District and I agree that the information will not be disclosed to me but will be treated as confidential by the District, and I waive any right to see this information."

I hereby affirm that all information given in this application is true and complete to the best of my knowledge and that any misstatements or omissions of material facts in the application may be cause for dismissal if employed.

_____ Date

_____ Applicant's Signature

SEND TO: Keys Board of Education
26622 South 520 Road
Park Hill, Oklahoma 74451

**Note: Application will be eliminated following the first anniversary of the year filed unless updated.