

McCord Public School District Application

An Equal Opportunity Employer

Certified Employee Application

Date of Application : _____

Personal Data

Legal Name _____
Last Name First Name MI Social Security #

Permanent Address _____
Street Address Town, State, Zip Code

Present Address (if different) _____
Street Address Town, State, Zip Code

Cell Phone _____ Alt Phone _____ Work Phone _____

Military Status	Veteran: ____ Yes ____ No	____ Army ____ Navy ____ Air Force ____ Marine ____ Coast Guard	Active Duty Dates:
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Complete the Following Questions:

1. Are you currently under contract? ____ Yes ____ No. If yes, where? _____
2. Do you possess a valid Oklahoma Teaching License/Certificate? ____ Yes ____ No.
If yes, attach a copy. If no, have you applied? ____
3. When are you available to start? _____
4. Are you related to an employee of McCord School District or a member of the Board of Education?
____ Yes ____ No If yes, who/relationship? _____
5. Are you currently certified in another state? If so, where? _____

EDUCATIONAL BACKGROUND		ATTENDED		Degree Received	Date
NAME	LOCATION	From	To		
High School					
College or University (Undergraduate)					
College or University (Graduate)					
Other					
Other					
Major Area (Undergraduate)	Minor Area (Undergraduate)	Major Area (Graduate)		Minor Area (Graduate)	

INEXPERIENCED CANDIDATES

STUDENT OR PRACTICE TEACHING: DATE STARTED _____

Grade or Subject Taught _____

No. of Weeks _____ Name and Address of School Where Student Teaching Took Place: _____

Cooperating Teacher: _____

Cooperating Teacher Contact Information, including email: _____

College Supervisor Contact Information, including email: _____

CREDENTIALS: Do you have placement office credentials on file? YES _____ NO _____ If "Yes", please request that they be sent to the Personnel Office.

EXPERIENCED CANDIDATES

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	<input type="text"/>		
TO	<input type="text"/>		
YEARS	<input type="text"/>		
Name of Principal		Final Year Salary	Reason for Leaving
DATES		Name, Address, and Zip of School District	Subject and/or Grades Taught
FROM	<input type="text"/>		
TO	<input type="text"/>		
YEARS	<input type="text"/>		
Name of Principal		Final Year Salary	Reason for Leaving
DATES		Name, Address, and Zip of School District	Subject and/or Grades Taught
FROM	<input type="text"/>		
TO	<input type="text"/>		
YEARS	<input type="text"/>		
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 experience to 5 years and military service experience to 5 years.

TOTAL NUMBER OF CREDITABLE YEARS

EXTRACURRICULAR INTERESTS

Please indicate areas in which you have experience and/or ability to assist in an extracurricular program. This includes such areas as music, publications, and athletics. List both the areas and the specific activities for which you are qualified and willing to direct.

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Professional References: (List only those persons who are qualified to evaluate your qualifications for position sought. You must include principals/superintendents of systems where experience was gained.)

Name	Title	College or School	Address	Phone & Email

Have you ever:

- A. Been employed by this school district? Yes ___ No ___ If yes, when? _____
- B. Resigned a position as part of an agreement to avoid dismissal? Yes ___ No ___
- C. Been released from employment because of misconduct or unsatisfactory service? Yes ___ No ___
- D. Been convicted of a state or federal felony offense? Yes ___ No ___

REQUIRED CREDENTIALS INCLUDED WITH THIS APPLICATION:

- A copy of your Oklahoma Teaching Certificate(s) Complete
- Unofficial Transcript(s) (If hired, an official transcript must be provided)
- Verification of out of state experience
- Form 214 – Verification of Military Service (if applicable)

Before this application can be evaluated, all requested information and materials must be received by the Personnel Office.

READ CAREFULLY BEFORE SIGNING

By affixing my signature I affirm that all information set forth in this application is accurate, truthful and complete. I understand that, if employed, false or misleading statements given in this application or interviews may result in discharge. I hereby grant permission to the McCord Public Schools to investigate any information included in this application. I understand that this application is not a contract of employment. I hereby release the district and its agents from all liability in making any investigation and inquiry relative to information contained in the application form. I understand that I am required to abide by all rules and regulations and policies of the McCord Public Schools, and I am required to perform all the essential functions of this position.

Signature of Applicant

Date

McCord Public Schools does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap or veteran. This institution is an equal opportunity employer. Your application will be retained in our active file (1) one year from the date completed unless a written request is filed for retention beyond that date. We will need to be notified of any changes on the application throughout the year.