

**LATTA PUBLIC SCHOOLS
DISTRICT I-24
EMPLOYMENT APPLICATION
Updated 08.02.2010**

Personal Information:

Telephone Numbers:

Home _____
Work _____
Cell _____

Name _____
(Last) (First) (Middle)

Permanent Address _____
(Street) (City) (State) (Zip)

Position for which applying: (Check all that apply)

_____ Maintenance _____ Office/Clerical _____ Teacher Ass't. (Must include college transcript or test credentials)
 _____ Bus Driver _____ Custodian _____ Cafeteria
 _____ Certified Staff (**CERTIFIED ONLY**: Please include application letter, resume, official transcript and copy of certification with application)
 _____ Other

Do you have the legal right to work in the United States? _____ Language ability other than English? _____

Are you related to any employee of Latta Public Schools either by blood or marriage? _____ If so, please name the employee and the relationship (ex: 1st cousin)

EDUCATION	Name and Location of School	Grade or Level Completed
High School		
College		
Other		

List any other appropriate training, skills, honors, special studies (you may use a separate sheet if needed):

REFERENCES: List three persons not related to you, whom you have known at least one year that may serve as a personal reference.

NAME	PHONE/CONTACT INFO	OCCUPATION	YEARS ACQUAINTED
1.			
2.			
3.			

Work Experience Including Military Service
(Begin with latest employment first.) Attach additional page if needed.

Company or School	Phone/Contact Info	Dates Worked	Type of Work

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your current or any previous employer to avoid an investigation for alleged misconduct? _____

If yes give details. _____

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, of mishandling funds or of criminal conduct? _____ If yes give details. _____

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? _____ If yes give details.

Have you ever been named by a state agency responsible for a child welfare as a perpetrator in an indicate report of child abuse or neglect if such report was not reversed after exhaustion of any appeal? _____ If yes give details. _____

Except for minor traffic violations such as parking or speeding, have you ever been convicted, fined, placed on probation, given a suspended sentence, given deferred adjudication, entered a plea of "guilty" or "no contest" (nolo contendere), or forfeited bail in connection with any violation of law (misdemeanor or felony), regardless of any subsequent court dismissal, sealing or expungement?

_____ If yes, provide details. _____

Are you now the subject of an inquiry, disciplinary action, review or investigation, by a teacher-licensing agency, or in the courts of Oklahoma or any other state in connection with any alleged misconduct? _____ If yes, provide details. _____

All applicants are subject to a criminal background check.

All applications, letters, resumes, transcripts, copies of along with any other typed/written/electronic information provided by the applicant become the property of the Board of Education.

No application is given final consideration until complete college transcripts and credentials have been filed with the school district, and the applicant has had a personal interview with an authorized representative of the school system.

"It is the fundamental policy of the Latta Public School District to provide equal opportunity in all of its operations and in all areas of employment practice and to assure that there shall be no discrimination against any employee or applicant on the grounds of age, race, color, religion, sex, national origin or ancestry, or disability."

I hereby affirm that all information given in this application is true and complete to the best of my knowledge. I understand that if I have willfully given false information on this application it will be grounds for rescinding any offer for employment as well as grounds for termination of employment.

Date: _____

Signature: _____

PLEASE NOTE: Your application will be retained in our active file (1) 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.

Send to: Latta Public Schools
Office of the Superintendent
13925 CR 1560
Ada, OK 74820