

CERTIFIED EMPLOYMENT APPLICATION

GROVE PUBLIC SCHOOLS
PO BOX 450789
GROVE OK 74345-0789

PHONE: (918) 786-3003
FAX: (918) 786-9365



"Home of the Ridgerunners"

Name _____

Address _____

City, State, Zip _____

Home Phone (____) _____ Cell Phone (____) _____

May we contact you at work for interview purposes? _____ Work Phone _____

Social Security # _____

Are you legally authorized to work in the United States? YES NO

Have you ever been convicted of a felony? YES NO

If YES, please explain: _____

APPLICATION PROCEDURES: Vacancies currently open are posted on the Human Resources page of the school's website (www.ridgerunners.net) and the bulletin board located outside the Superintendent's office. Please do not substitute a resume for this application (resumes may be attached as additional information only). Please submit the following with your application: Letter of application, transcript of college credit and a copy of your Oklahoma teaching certificate. For your convenience, please remember to keep a copy of your application.

Position sought: _____

Preferred grade level(s): _____

Date available for employment: _____

Have you used a computer in the workplace? YES NO For personal use? YES NO

If so, what kind of computers/software have you used? _____

Would you consider yourself to be computer-literate? YES NO Typing skill: _____ WPM

List special skills including business machines/office equipment operation: _____

EDUCATION: Include high school, vocational school and college. Verification of all levels of education is required. Official transcripts are required, however, to meet application deadline, copies are acceptable.

Name of School or College	City, State	Number of Years Completed	Diploma or Type of Degree Received	Area of Study

List curriculum areas in which you hold valid Oklahoma certification:

List any professional or occupational license or registration: _____

Have you ever worked for Grove Public Schools? YES NO

EXPERIENCE: PLEASE LIST DIFFERENT POSITIONS WITH EACH EMPLOYER AS SEPARATE PERIODS OF EMPLOYMENT.

1. **Present** employer:

_____ Location: _____

Job Title: _____ Employed since: _____

May we contact your present employer as a reference? YES NO

Supervisor's name: _____ Supervisor's phone: _____

Description of work performed: _____

No. of employees supervised: _____ Present salary: \$ _____ per _____ Hours worked per week: _____

Reason for wanting to leave: _____

5. Employer and location:

_____ Job Title: _____

_____ Dates Employed: _____
Supervisor's Name Supervisor's Phone No. from to

Description of work performed: _____

No. of employees supervised: _____ Present salary: \$ _____ per _____ Hours worked per week: _____

Reason for wanting to leave: _____

6. Employer and location:

_____ Job Title: _____

_____ Dates Employed: _____
Supervisor's Name Supervisor's Phone No. from to

Description of work performed: _____

No. of employees supervised: _____ Present salary: \$ _____ per _____ Hours worked per week: _____

Reason for wanting to leave: _____

(If you have more than six separate periods of employment, fill out a blank sheet in the above format, sign and attach to this application.)

I certify that the information supplied in this application and in any other form, oral or written, is true and accurate. I hereby authorize Grove Public Schools to verify the information I have provided in my employment application, in my oral statements and in any other documents or supplemental information I have provided to this agency for the purposes of employment. I understand and agree that any misstated, misleading, incomplete or false information is grounds for my disqualification from consideration for employment, for withdrawal of any offer of employment if an offer has been made, or for my immediate discharge if employment has already commenced, whenever, and however discovered. I hereby release from liability and hold harmless Grove Public Schools and its employees, along with any organization or individual providing information to Grove Public Schools, from any and all causes of action accrued to me as a result of such disclosure of information concerning me.

Signature Required	Date
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GROVE PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Grove Public Schools not to discriminate on the basis of race, color, religion, gender, national origin, age or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.



**AUTHORIZATION FOR BACKGROUND
INVESTIGATION AND RELEASE OF LIABILITY**

This authorization and release is executed under penalty of perjury in compliance with Grove Public School policy DABB-E4. Applicant understands that Grove Public Schools (GPS's) receipt of a clear state or national felony record search of his/her name and fingerprints is a condition of employment with GPS. Because Applicant desires employment with GPS, Applicant authorizes GPS to request these items from Oklahoma and/or national felony searches. Applicant hereby releases Applicant's felony record search results to GPS. Applicant also releases GPS of any and all liability relating to its request for, receipt, and use of the search results.

Applicant understands that if Applicant is hired by GPS 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 which reveal a prior felony, then Applicant is deemed to have resigned Applicant's temporary employment with GPS, 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 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 District's policies and procedures.

I understand that a copy of this document shall have the same legal significance as the original.

Signature

Date