

(To Be Completed by Personnel Staff)	Application Acknowledged	Reference Request	Interview Scheduled	Interview Completed	Photograph (optional)
BURLINGTON PUBLIC SCHOOLS					
401 MAIN STREET * PO BOX 17					
BURLINGTON, OK 73722-0017					
PROFESSIONAL EMPLOYMENT APPLICATION					

PERSONAL DATA (Please Type or Print in Blue or Black Ink)

Last 4 digits of Social Security No.	Date:
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All personnel and payroll department records are maintained under the name shown on your Social Security Card. Please use that name on this application.

NAME:

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME
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PRESENT ADDRESS:

Street	City	State	Zip
Telephone:		Cell:	

POSITION FOR WHICH APPLYING (Please list subjects, grades in order of preference)

Grade (List at least 3 choices)	(List only subjects for which certified and number of hours in each subject)
Elementary School Grades PK - 6	Junior High School Grades 7-8

(List only subjects for which certified)	Administrative, Supervisory, Psychometrist, Counselor, Other)
High School Grades 9-12	

Complete the following questions:

- Do you possess a valid Oklahoma Teaching Certificate? Yes ___ No ___ or License? Yes ___ No ___
Please indicate the type of certificate you hold: Life ___ Standard ___ Provisional ___ License ___
Teacher No. _____
Please indicate the field(s) for which your certificate/license is valid:
Please indicate the expiration date of certificate/license: Month ___ Day ___ Year ___
- Are you currently certified in another state(s)? Yes ___ No ___
If yes, where? _____ Type? _____ Field? _____
- Are you currently under contract? Yes ___ No ___
Where? _____
- Why do you wish to leave your present position? _____

- When are you available to report? Month _____ Day _____ Year _____

This application will remain in the active file for two years following the date of the application. It must be renewed if further consideration for a position is desired. After two years the application will be destroyed. Information contained in this application will be treated confidentially until such time as you may be employed by the Burlington Public Schools, at which time this application and the information therein become records covered by the Oklahoma Open Records Act and may be released under the regulations of that Act.

		Attended		Degree Received	Date
		From	To		
ACADEMIC PREPARATION					
High School	City & State				
College or University (undergraduate)	City & State				
College or University (graduate study)	City & State				
Other	City & State				
Major Area (undergraduate)	Minor Area (18 or more hours) (undergraduate)		Major Area (graduate)		Minor Area (graduate)

Total number of graduate hours above your last degree: _____

Military experience may be counted as teaching experience in Oklahoma for purposes of salary increment and teacher retirement. Please list branch of service and dates served, if applicable.

TEACHING EXPERIENCE (Place Student Teaching on first line)

School and System	City & State	Grade(s) or Subject(s)	No. of hours per day	From Month/Year	To Month/Year

Total number of full-time equivalent years of employment in PK-12 education: Oklahoma _____
Out of State _____

Related Work Experience (List only positions directly related to teaching, teaching area, or youth work)

Employer	City & State	Position	From	To

Please list any activities or clubs which you would be interested in sponsoring.

Conviction of a felony offense prohibits an individual from serving as a school teacher or administrator in Oklahoma. Have you ever been convicted of a State or Federal felony offense? Yes ___ No ___

Have you ever entered a plea of guilty or nolo contendere to a State or Federal charge? Yes ___ No ___

Have you ever been charged with a State or Federal offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? Yes ___ No ___

Have you ever entered a plea of guilty or nolo contendere to, or been convicted of, a State or Federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? Yes ___ No ___

If you have a relative who works for the Burlington Public Schools, or who serves as a member of the Board of Education, please identify and list their names:

Have you ever been involuntarily terminated from the employment of another school district? Yes ___ No ___

If yes, please give the name of the district, the date, and the reasons for termination.

Please respond to the statement below as briefly, but as thoroughly, as possible. Your personal views are very important. (Relate each statement to the particular position for which you are applying. Administrative candidates should complete an attached supplemental questionnaire.

1. Describe what you feel are your most effective techniques or styles of teaching. (Relate to your field)

2. Describe what you feel are your most effective techniques of student and classroom management.

3. State your position concerning involvement of teachers in supervision and responsibility outside of the classroom.

4. In order of priority, list the five most important characteristics of an outstanding teacher. (Relate to your field)

5. Write additional information which you believe will be helpful in arriving at a true estimate of your qualifications.

OTHER INFORMATION (If available, please attach a copy of all transcripts, an updated resume and teacher certificate/license)

PROFESSIONAL REFERENCES (List only those persons who are qualified to evaluate your qualifications for positions south. Include principals / superintendents of systems where experience was gained. References must have complete names, addresses, zip codes and phone numbers with area codes. Applicants who omit suitable professional references will not be considered. Personal references may be listed on resume)

Names	Title	School, School System or College	Full Address
Cooperating Teacher (Complete if licensed teacher)			
College Supervisor (Complete if licensed teacher)			
Other			
Other			
Other			

AGREEMENT

I hereby certify that the above information is, to the best of my knowledge, true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Further, it is understood that this application and record become the property of Burlington Public School which reserves the right to accept or reject it. I agree to observe all rules, regulations, and policies of the school district, if employed.

I authorize Burlington Public School to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation or governmental agency to disclose to Burlington Public School any information they may have regarding me in consideration of the School District's review of this application, I hereby release the District as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of this information. A copy of this authorization and release is as valid as the original and should be recognized as such.

I understand that if I am recommended for employment, a criminal background check must be satisfactorily completed before I will be hired.

Signature of Applicant

"AN EQUAL OPPORTUNITY EMPLOYER"

"It is the fundamental policy of the Burlington Public School District I-001 to provide equal opportunity in all of its operation and in all areas of employment practice and to assure that there shall be no discrimination against any employee or applicant on the basis of age, race, color, religion, sex, national origin or ancestry, marital or veteran status, or the presence of a non-job-related medical condition or handicap. Employees of the District are required to comply with the provision of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments. An opportunity will be available during the selection process for persons with disabilities to advise the District of any need for reasonable accommodation."

First Interview by:	Date:	Comments:
Second Interview by:	Date:	Comments: