



INDIANOLA PUBLIC SCHOOLS

P. O. Box 119, 900 Highway 113 South
Indianola, OK 74442
918-823-4231 Fax 918-823-4234

APPLICATION FOR **CERTIFIED POSITION**

Notice to Applicant:

Independent School District No. 25 of Pittsburg County, Oklahoma, does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, disability or status as a Vietnam era or disabled veteran. Our anti-discrimination policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training, and all other terms, conditions, benefits and privileges associated with employment. This policy also extends to the education programs and activities operated by the District.

When you have properly filled in this application, mail or return it to Superintendent, Indianola Public Schools, P.O. Box 119, Indianola, Oklahoma 74442- 0119. All statements must be clear, concise, and true; otherwise, any appointment made may become invalid at once.

The following credentials will be required of all employees for any classified assignment in the Indianola School System: Properly completed application; Application for Felony Offense Records; Loyalty Oath Executed before a Notary Public; Birth Certificate (photocopy is acceptable); I-9 form; Form W-4, Employee's Withholding Exemption Certificate.

PERSONAL INFORMATION

Current Date: _____

Okla. Teacher Certificate # _____ Certification Expiration Date: _____

Last Name First Name Middle Name

Present Address- Street Telephone

City State Zip Code

In case of emergency, please notify _____
Name Telephone

Do you have a relative who is a member of the Indianola School District Board of Education?

Yes No

If Yes, please give their name & relationship: _____

EMPLOYMENT CHOICE

Type of Application

Fulltime Teacher

Part-time Teacher

Substitute

Kind of Employment (Check only those areas for which you currently qualify in and which you would accept employment).

- Early Childhood Teacher (PreK-3rd)
- Elementary Teacher (1st Grade-3rd)
- Intermediate Elementary (4th-6th)
- Middle School Teacher (7th-8th)
- High School (9th-12th)
- Counselor

- Librarian
- Nurse
- Principal
- Superintendent
- Other: _____

List certificate areas you are qualified to teach:

List other areas you are qualified to teach, coach, or supervise:

Are you certified to drive a school bus? Yes No

EDUCATION

High School Name	Degree Achieved	Graduated (month/year)	Location
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College	Degree Achieved	Graduated (month/year)	Location
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College	Degree Achieved	Graduated (month/year)	Location
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College	Degree Achieved	Graduated (month/year)	Location
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Practice Teaching: Completed Taking None

If you have completed practice teaching within the last 3 years or are now taking it, please complete the following:

Name of cooperating teacher: _____

School: _____ District: _____

PREVIOUS EMPLOYMENT

Total years' experience in an accredited school under contract as a teacher: _____

Total years' military experience: _____

List a complete chronological history of professional experience, beginning with the most recent.

Name of School	Address & Phone	Assignment	Begin Date	End Date
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What is the major reason for leaving your last/current employment?

Have you ever :

- (a) Entered a plea of guilty or nolo contendere to a state or felony charge? Yes No
- (b) Been convicted of a state or felony offense? Yes No
- (c) Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of nolo contendere? Yes No
- (d) 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

I certify that to the best of my knowledge the facts set forth in my application are accurate and complete. I understand that if I am employed and any information in this application is false or incomplete, my employment can be terminated.

Signature of Applicant

Date

Other Items required to be considered for the position:

- Copy of current teaching certificate
- Copies of college/university transcripts (if chosen you must request official copies to be sent to Indianola Schools)
- Copies of any other certifications or trainings pertinent to the job for which you are applying

Email to: anewman@indianola.k12.ok.us Subject: (the position for which you are applying)

or

Fax to: 918-823-4234 Attn: Adam Newman

or

Mail to Adam Newman, PO Box 119 Indianola Schools, Indianola, OK 74442