

# MARYETTA SCHOOL TEACHER APPLICATION

**NOTICE TO APPLICANTS:** This school district does not intentionally discriminate in its employment policies on the basis of race, national origin, religious beliefs, age, disabilities or gender.

**NOTICE OF DISQUALIFICATION:** Failure to answer questions truthfully or providing misleading or falsified information will disqualify the applicant for any position offered by the district, and, if discovered after employment, will result in dismissal from employment.

I state that I have read and understand this disqualification notice.

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Applicant Signature

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## GENERAL INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Are you a United States Citizen? Yes      No

If not, what documentation do you have to show that you are legally eligible to work in the United States? \_\_\_\_\_

When are you available to start working? \_\_\_\_\_

Have you read the job description of the position for which you have applied?  
Yes      No

Are you now capable of performing the duties required of the applicant of that job?  
Yes      No

If not, how do you feel an accommodation can be reasonably made to allow you to perform essential job duties? \_\_\_\_\_

List Oklahoma certification presently held and certificate number or attach a copy of your teaching certificate \_\_\_\_\_  
\_\_\_\_\_

What certification is pending, dependent upon passing required testing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When will you take the certification test? \_\_\_\_\_

Have you taken the test for such certification previously? If so, list the dates when you took the test. \_\_\_\_\_  
\_\_\_\_\_

Do you have certification issued by another state? Yes      No

What out-of-state certification do you hold? \_\_\_\_\_  
\_\_\_\_\_

Are you presently employed? Yes      No

If currently employed, are you employed by a school district? Yes      No

If currently employed by a school district, have you already submitted a resignation to the district and been released from contractual obligations past the effective date of the resignation?  
Yes      No

If applying for an elementary position, list grade level preferences:

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_

If applying for a middle school position, list preferred assignments:

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_

If applying for a junior or senior high school position, list preferred subject assignments:

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_

Have you previously applied for employment with this district? Yes      No

If yes, when was that application submitted? \_\_\_\_\_

## EDUCATIONAL BACKGROUND

High School from which graduated \_\_\_\_\_

Graduation Date \_\_\_\_\_

Undergraduate university or college \_\_\_\_\_

Graduation Date \_\_\_\_\_

Degree Received \_\_\_\_\_

Major \_\_\_\_\_

Minor \_\_\_\_\_

GPA \_\_\_\_\_

GPA in Major \_\_\_\_\_

GPA in Minor \_\_\_\_\_

Other undergraduate universities or colleges attended

Name of institution \_\_\_\_\_

Attendance dates \_\_\_\_\_

GPA \_\_\_\_\_

Postgraduate university attended \_\_\_\_\_

Date of attendance \_\_\_\_\_

Subjects and hours completed \_\_\_\_\_

\_\_\_\_\_

GPA \_\_\_\_\_

Other postgraduate universities attended \_\_\_\_\_

Dates of attendance \_\_\_\_\_

Subjects and hours completed \_\_\_\_\_

\_\_\_\_\_

GPA \_\_\_\_\_

**PRACTICE TEACHING:**

If practice teaching was performed during the last five years, provide the following:

Name of district \_\_\_\_\_

Date \_\_\_\_\_

Supervising Teacher \_\_\_\_\_

Grade level and subjects taught \_\_\_\_\_

♦Refer to the consent form at the end of this application that is needed to be signed if no college and university level transcript(s) is submitted with this application.

## EMPLOYMENT HISTORY

♦ *The District will conduct background checks to verify information provided.*

### CONSENT AND RELEASE OF ALL CLAIMS AGAINST PREVIOUS EMPLOYERS

Sign below if you agree that the District may contact your previous employers and ask them more detailed questions about your prior work experience, if you specifically consent to the release of information by these prior employers to the District, and agree to release such prior employers, their employees, and their governing boards, from any and all causes of action or other potential claims which you could have against them for answering questions about your work experience. This consent is a covenant not to sue any prior employer, their employees, or their board members for defamation, regardless of what said prior employers may relate to the District regarding your previous employment experience.

I have read this consent and release of all claims, and in consideration of being considered an applicant for employment agree to its terms.

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Applicant Signature

Provide the following information about your last employers, with the current employer being listed first and then proceedings to your first district employer.

#### 1. Current school district employment

District and job title \_\_\_\_\_

Date of employment \_\_\_\_\_

Supervising principal(s) \_\_\_\_\_

Supervising department head(s), if any \_\_\_\_\_

Superintendent(s) \_\_\_\_\_

Teaching assignments \_\_\_\_\_

Extra-day assignments \_\_\_\_\_

If employed under a name different from the name you are using for this application, under what name were you employed by the district? \_\_\_\_\_

Reason for desiring to leave employment \_\_\_\_\_

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## 2. Previous school employment

District and job title \_\_\_\_\_

Date of employment \_\_\_\_\_

Supervising principal(s) \_\_\_\_\_

Supervising department head(s), if any \_\_\_\_\_

Superintendent(s) \_\_\_\_\_

Teaching assignments \_\_\_\_\_

Extra-day assignments \_\_\_\_\_

If employed under a name different from the name you are using for this application, under what name were you employed by the district? \_\_\_\_\_

Reason for desiring to leave employment \_\_\_\_\_

## 3. Previous school employment

District and job title \_\_\_\_\_

Date of employment \_\_\_\_\_

Supervising principal(s) \_\_\_\_\_

Supervising department head(s), if any \_\_\_\_\_

Superintendent(s) \_\_\_\_\_

Teaching assignments \_\_\_\_\_

Extra-day assignments \_\_\_\_\_

If employed under a name different from the name you are using for this application, under what name were you employed by the district? \_\_\_\_\_

Reason for desiring to leave employment \_\_\_\_\_

## Driving Record

♦ *This portion is only to be completed if you are applying for a position that requires the teacher to transport students.*

Has your driver license been suspended within the last five years? Yes      No

What was the reason for the suspension, and when was it reinstated? \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of driving under the influence of drugs or alcohol? Yes      No

If yes, provide details \_\_\_\_\_

\_\_\_\_\_

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## VERIFICATION

I verify the answers provided in this application are true and correct.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

# CONVICTION REPORT

Because of the tremendous responsibility Maryetta School District has to its school children and community, the following information is needed from all applicants and employees regarding convictions. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Superintendent. Please read carefully and answer every question. Please print clearly.

- Name \_\_\_\_\_  

\_\_\_\_\_ Last
\_\_\_\_\_ First
\_\_\_\_\_ Middle

Other names used \_\_\_\_\_ Dates of usage \_\_\_\_\_
- Social Security Number \_\_\_\_\_
- Have you ever been convicted of a minor offense other than traffic violation(s)? Yes No
- Have you ever been convicted of a felony? Yes No
- Have you ever been convicted of a sex or drug related offense? Yes No
- Have you ever been convicted of a dangerous crime against children as defined in A.R.S. 13,604.01? Yes No

If any of the boxes above are marked "YES," fill in the information below and attach a letter of explanation.

CONVICTION INFORMATION				
1. CONVICTION CHARGE		DATE OF CONVICTION		COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM	
REMARKS		LENGTH AND TERMS OF PROBATION		
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CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM	
REMARKS		LENGTH AND TERMS OF PROBATION		

CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of *noto contendere*. In any state or court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending go could be taken. Conviction does not net a final judgment which as been expunged by pardon, reversed, set aside or otherwise rendered invalid.

A.R.S. 13,604.01 requires applicants to give notice or any conviction for dangerous crimes against children. These crimes are defines as any degree murder, aggravated assault, sexual molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of Maryetta School District. As an applicant for employment, I authorize the Maryetta School District to conduct an OSBI and FBI background investigation prior to my employment with the understanding that Maryetta will pay for the check if it reveals no criminal charges; otherwise I will pay for the check. I understand that my employment is not finalized until the background investigation has been completed and the Maryetta School Board has officially approved my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## CONSENT FOR RELEASE OF TRANSCRIPTS

I, \_\_\_\_\_, consent to the release of my transcripts by the following educational institutions to the \_\_\_\_\_ School District, if a copy of the transcript is so requested by the district.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Educational institutions, years of attendance or graduation, and name on transcript, if different from name above:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_