Bethany Public Schools
6721 N.W. 42
Bethany, OK 73008
(405) 789-3801

APPLICATION FOR TEACHING/ADMINISTRATIVE POSITIONS

Date of Application _____

Notice to Applicant: It is the policy of the Bethany Public Schools, District I-88, to provide equal employment opportunities without regard to race, color, national origin, gender, age, disability, religion, socio economic status, or veteran status. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

PERSONAL DATA:

Name: _____ Social Security Number: _____
Last First Middle

Present address: _____
Street City State Zip

Permanent address: _____
Street City State Zip

Home telephone: _____ Business telephone: _____

EMPLOYMENT PREFERENCE:

Type of Employment: Full-time only _____ Part-time only _____ Full or part-time _____

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

Elementary (PreK-5) _____ Middle School (6-8) _____

Secondary (9-12) _____

Major Area of Certification: _____

Other: _____

EDUCATIONAL PREPARATION:

Graduate of what high school: _____
School City State Date

School	Location	Dates attended	Degree	GPA

INEXPERIENCED CANDIDATES ONLY: (List Student Teaching Experiences.)

Grade or subject taught	No. of weeks	Name/address of school	College Supervisor/ Cooperating Teacher
_____	_____	_____	_____
_____	_____	_____	_____

EXPERIENCED CANDIDATES: (List only regular teaching under contract. List most recent first. *A full year is defined as 120 full-time teaching days.*)

From / To	Number of Years	Name of School and District/Address (give complete address)	Grade/Subject Part-time/full-time
_____/_____	_____	_____	_____
_____/_____	_____	_____	_____
_____/_____	_____	_____	_____
_____/_____	_____	_____	_____
_____/_____	_____	_____	_____

SUBSTITUTING: (List only substitute teaching performed while holding a valid teaching certificate.)

From / To	Number of Days	Name of School District
_____/_____	_____	_____
_____/_____	_____	_____

Only the following are creditable: full-time college teaching, and teaching or substituting in a public school or in an accredited private school. All schools must either be accredited with, or approved by, the Oklahoma State Department of Education. Oklahoma state law limits out-of-state experience credit to 5 years and military service credit to 5 years.

Number of creditable years: _____

TYPE OF CERTIFICATION: (Circle appropriate item)

License – Oklahoma

Standard – Oklahoma

Provisional – Oklahoma

Emergency – Oklahoma

Alternative – Oklahoma

HIGHEST DEGREE HELD: (Circle appropriate step)

B – Bachelor

M – Masters

D – Doctorate

Certificate Number_____

Certificate Expires_____

PROFESSIONAL REFERENCES: (Please list 4. Please include **COMPLETE** addresses.)

Name	Position	School address	Telephone
_____/	_____	_____	_____
_____/	_____	_____	_____
_____/	_____	_____	_____
_____/	_____	_____	_____

PERSONAL INFORMATION:

Have you been convicted of a felony? _____ Yes _____ No

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

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

_____

_____

_____

_____

Are you aware of any reason you would not be able to perform the duties required for which you are making an application?

No _____ Yes _____ If yes, explain: _____

_____

_____

List below any professional honors or activities which you would like to include:

_____

_____

_____

_____

_____

_____

Are you presently under contract with any school district? _____ Yes _____ No

On what date would you be available for employment? _____

Do you have a relative who is either a member of the Bethany Board of Education or who is employed in any capacity in the Bethany School District? _____ Yes _____ No

If yes, please give the following information:

Name of Relative	Relationship	Position Held

Please give, in your own handwriting, any further information about yourself which you feel would be of importance in arriving at a fair evaluation of your qualifications:

_____

_____

_____

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_____

REQUIRED CREDENTIALS TO BE INCLUDED WITH APPLICATION:

_____ A copy of your Oklahoma Teaching License or Certificate.

_____ A complete and up-to-date official college transcript(s).

_____ Form DD-214 (Verification of Military Service), if applicable.

Before this application can be evaluated, all requested information and materials must be received in the Personnel Office.

I authorize the verification of all references and information contained in this application, and hereby declare that the information given by me in this application is true and complete. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application, or discharge if I have been employed. You are hereby authorized to make any investigation of my personal and employment history.

Date: _____ _____

Month Day Year Legal signature of applicant

Mail to:

Bethany Public Schools
6721 N.W. 42
Bethany, Oklahoma 73008

Applications remain active for eighteen months from date of application. Applicants should contact the Personnel Office in writing should they wish to be considered beyond that period.

BETHANY PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER