



Chickasha Public Schools
Personnel Department
900 W. Choctaw Avenue
Chickasha, OK 73018
(405) 222-6500 www.chickasha.k12.ok.us

INFORMATION AND APPLICATION FOR SUPPORT APPLICANTS

- * Teacher Assistants and Special Ed Paraprofessionals are required to provide proof of completing 48 college credits or proof of passing the Oklahoma General Education Test (OGET) or the Praxis-Parapro Test or hold an Associates Degree.
- * Transportation applicants are required to furnish a copy of a current and valid Oklahoma operator's license with the correct endorsements.
- * If you are chosen for an interview, every effort will be made to give you as much prior notice as possible. **Be sure that we have a current telephone number at all times.**
- * Only the applicant selected for the vacancy will be notified.
- * Once you have submitted your application in a job category, it will remain on file for one full year.

NOTICE TO APPLICANT:

Chickasha Public Schools of Chickasha, Oklahoma, does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, handicap or status as a veteran.

(Please Print)

DATE OF APPLICATION

Last Name	First Name	MI

Address, Street, P.O. Box, Apartment Number	City	State

Home Telephone

Cell Phone Number

Social Security Number

Driver's License Number & State

Position(s) Desired

Date Available

After reviewing the job description of the job(s) for which you are applying, are you able to do them with or without reasonable accommodation? ☐ Yes ☐ No

Have you ever been employed by this school district? ☐ Yes ☐ No

If yes, dates _____ Position _____ Under what Name? _____

Do you have a relative who is either a member of the Chickasha School Board of Education or who is employed in any capacity with Chickasha Public Schools? ☐ Yes ☐ No If yes, please give the following information:

Name of Relative _____ Relationship _____ Position _____

Name of Relative _____ Relationship _____ Position _____

EDUCATION INFORMATION

SCHOOL	NAME OF SCHOOL	CITY/STATE	SUBJECT	DEGREE	YEAR
High School					
College/Vo-Tech					
Other					

Have you ever been convicted of an offense other than a minor traffic violation? ☐Yes ☐No

(DUI and DWI convictions are not minor and ***must*** be reported.)

Have you ever been arrested for a felony? ☐Yes ☐No

Have you ever been charged with a felony? ☐Yes ☐No

Have you ever been convicted of a felony? ☐Yes ☐No

Have you ever been arrested (even if no contest or charges dropped or pled down) for a sex-related offense? ☐Yes ☐No

Have you ever been charged (even if no contest or charges dropped or pled down) with a sex-related offense? ☐Yes ☐No

Have you ever been convicted (even if no contest or charges dropped or pled down) of a sex-related offense? ☐Yes ☐No

Have you ever been arrested (even if no contest or charges dropped or pled down) for a drug-related offense? ☐Yes ☐No

Have you ever been charged (even if no contest or charges dropped or pled down) for a drug-related offense? ☐Yes ☐No

Have you ever been convicted (even if no contest or charges dropped or pled down) for a drug-related offense? ☐Yes ☐No

Have you ever been arrested for an act of violence, including domestic violence? ☐Yes ☐No

Have you ever been charged with an act of violence, including domestic violence? ☐Yes ☐No

Have you ever been convicted for an act of violence, including domestic violence? ☐Yes ☐No

Has your driver's license ever been revoked or suspended? ☐Yes ☐No

Have you ever been discharged or separated from a position with an employer or been asked to resign? ☐Yes ☐No

Have you ever been the subject of an investigation by an employer? ☐Yes ☐No

Are you currently on parole or probation? ☐Yes ☐No

Are you legally eligible to work in the United States? ☐Yes ☐No

(Verification must be furnished upon employment and failure to furnish documentation will be cause for dismissal.)

REFERENCES (List the names of three references who are not previous supervisors or relatives)

Name	Address (City, State and Zip)	Area Code & Telephone No.	Occupation	Years Known

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.

EMPLOYMENT EXPERIENCE

Starting with the most recent employment, include dates of all positions; use additional sheet if necessary.

NOTE: We will contact current and previous supervisors to verify descriptions of your past duties and job performance.

From	Company Name and Address	Supervisor/Phone
To		
Reason for Leaving		
Description of Job and Duties:		

From	Company Name and Address	Supervisor/Phone
To		
Reason for Leaving		
Description of Job and Duties:		

From	Company Name and Address	Supervisor/Phone
To		
Reason for Leaving		
Description of Job and Duties:		

By affixing my signature I affirm that all information set forth in this application is accurate, truthful and complete. I understand that, if employed, false or misleading statements given in this application or interviews may result in discharge. I hereby grant permission to the Chickasha Public Schools to investigate any information included in this application. I agree to submit to a medical examination if required. I understand that this application is not a contract of employment. I hereby release the district from all liability in making any investigation and inquiry relative to information contained in the application form. I understand that I am required to abide by all rules, regulations and policies of the Chickasha Public Schools and that I am required to perform all the essential functions of this position. Applicant understands that the School Districts' receipt of a clear national felony record search of his/her name and fingerprints is a condition of employment. Because applicant desires employment with the School District, applicant authorizes the School District to request and obtain the results of an National felony record search of applicant's name and fingerprints. Applicant hereby releases applicant's felony record search results to the School District. Applicant also releases the School District 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 the School District prior to receipt of the results of the felony record search, applicant will be classified as a temporary employee until notified. Furthermore, applicant understands that if the felony record search reveals a prior felony offense conviction of 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 that reveal prior felony, then applicant is deemed to have resigned employment with the School District, effective upon acceptance by the board of education. 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. Completion of this application does not guarantee an interview or employment with Chickasha Public Schools. Your application will be placed in an active file for one year from the date completed. We will need to be notified of any changes on the application during this time.

Signature of Applicant _____

Date _____