

**Medford Public Schools
301 North Main
Medford, OK 73759**

**Application
for
Certified Personnel**

OFFICE OF SUPERINTENDENT

Medford Public Schools, Grant County, Oklahoma does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment, or employment in its programs and activities. Specific complaints of alleged discrimination under Title IX should be referred to the Superintendent of Schools, 301 N Main, Medford, OK 73759. Specific Complaints of alleged discrimination under Section 504 should be referred to same, or can be filed with the Regional Office for Civil Rights.

Except where noted, please type or print using black ink.

_____ DATE

Name: _____
First Middle Last

Home Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Social Security Number _____ Phone _____

I. POSITION DESIRED:

A. Secondary Teacher	High School Endorsement(s)grades 9-12_____
	Junior High Endorsement(s) grades 6-8 _____
B. Elementary School	Grade Level_____
C. Administrator:	Endorsement(s) _____
D. Other (such as librarian, vocal music, band, etc.)	_____
E. Full Time_____	Part Time _____ Full or Part Time _____ Substitute_____

Do you hold a valid Oklahoma Teacher Certificate? _____(Please attach copy of certificate)

INFORMATION FOR APPLICANT

MINIMUM PREPARATION: A Bachelor’s Degree is required for placement in the preschool through twelve grades.

CERTIFICATION: A certificate issued by the Oklahoma State Department of Education is required. To qualify for a degree certificate, transcripts must indicate a Bachelor’s Degree, including the required number of semester hour in education. Applicants should communicate with the Director of Certification, State Department of Education, 2500 North Lincoln Boulevard, Oklahoma City, OK 73105-4599.

SALARY SCHEDULE: Teachers are placed on the salary schedule according to their training and experience.

II. EDUCATION AND PROFESSIONAL PREPARATION:

A. Name of School and Location, include high school, college, and graduate work and summer work, please list in order taken.	Year Grad.	Degree	Major	Hours	Minor	Hours

B. Special Training (not included in Degree Work Above)	Year Attended	Subjects	Credit Earned	Number of Years

C. Student Teaching	
Dates:	School:
City:	State:
Grade and/or Subject:	
Name(s) of Cooperating Teacher(s)	

<p>D. Extra Curricular Activities: Check any of the following that you might be able to sponsor, direct, coach or manage. Check B for boys and G for girls.</p>				
Journalism_____	Yearbook_____	Football_____	Softball_____	Class Sponsor_____
Basketball B____ G____	Track B____ G____	Golf _____	Other_____	

III. EXPERIENCE IN WORKING WITH YOUNG PEOPLE (List other experience you may have in working with young people, such as, scouting, church, summer camps, recreation, volunteer work, etc.

Nature of Experience	Where	Dates

IV. TEACHING EXPERINCE: List the last four employers, beginning with the most recent.

Years Taught	# of Years	Position (Teacher, Principal, Supervisor)	Name of School, Town and State	Grades or Subject Taught	Full or Part-time	Reason For Leaving

TOTAL NUMBER OF YEARS OF TEACHING EXPERIENCE _____

TOTAL NUMBER OF YEARS OF ADMINISTRATOR EXPERIENCE _____

V. CREDENTIALS AND REFERENCES

My credentials are on file at _____
College or University Address

Request your college or university Placement Office to submit your credentials to our office. If you are unable to do this, please explain why.

List below names of persons who are qualified to answer inquires concerning your fitness for the position you seek. Include especially supervisors, principals and superintendents under who you have taught in your career. If you no teaching experience include the names of cooperating teachers, college or university supervisors or building principals whom have been associated with your student teaching.

Name	Position	Complete Mailing Address	Telephone

III. PERSONAL DATA – REQUIRED FOR APPLICANTS

If employed, current position? _____

Current salary plus any fringe benefits? \$_____

If employed, when will you be available? _____

What are your reasons for desiring a change? _____

Do you hold an Oklahoma Teaching Certificate? _____ Type _____ Expiration Date _____

Do you hold a valid certificate from another state? _____ Name of State _____

Do you have relatives employed or serving on the Board of Education in the Medford Schools? _____

If yes, who? _____

Have you ever been convicted of a misdemeanor or felony (other than traffic violations)? ___Yes ___No

If the answer is yes, include a complete explanation: _____

- I certify that all the information provided by me in this application is true and complete. I understand that any misstatements, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.
- I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.
- I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release you from all liability for any damages that may result from your doing so.

Signature of Applicant: _____ Date _____

(Signature is required to complete the application process)

The documents listed below are required before you will be considered a serious candidate for a certified position: Medford Public Schools Application for Certified Personnel, Resume, Credentials, Transcripts, and Copy of Oklahoma Teaching Certificate.