

CRUTCHO PUBLIC SCHOOLS

2401 N. AIR DEPOT BLVD.

OKLAHOMA CITY, OK 73141

www.crutchoesd.org

405-427-3771- O

EMPLOYMENT APPLICATION



CRUTCHO PUBLIC SCHOOL'S EMPLOYMENT APPLICATION

√ Please print legibly; attach additional sheet to clarify as necessary.
 √ **Crutcho Public Schools** is an affirmative action/equal opportunity employer.

Name: _____			SSN: _____		Date of Birth: _____	
	Last	First	MI			
Address: _____						
		Street	Apt. No.	City	State	Zip
Home Phone: _____			Daytime Phone: _____			
E-mail: _____			Check if under age 18 <input type="checkbox"/>			
Job Applying for: _____				Date Available: _____		
Number of Years Experience in the Area Applying for: _____				Pay Expected: _____		
Available: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/>				Legally Eligible to Work in U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Previously Employed by CRUTCHO PUBLIC SCHOOLS ? No <input type="checkbox"/> Yes <input type="checkbox"/>			If "Yes", name and location of entity and dates worked: _____			

EDUCATION AND FORMAL TRAINING

School	Name of School City, State	Course of Study	Circle Last Year Completed				Graduated?	Diploma, Degree, Or Certificate Received?
High School			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other education, skills, licenses, professional registration, or qualifications:								

EMPLOYMENT HISTORY – THIS SECTION MUST BE ENTIRELY COMPLETED.

Below, list ALL paid or unpaid work experience for the past 15 years, beginning with the most current or most recent job. Include military experience. Describe each job separately, emphasizing your specific duties and responsibilities including management, supervisory, or other leadership roles. Explain significant breaks in your work experience. If more space is required, attach additional sheets.

Employer:	Dates (mm/dd/yy): From: _____ To: _____	
Address:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Position Held:	May we contact employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Reason for Separation:		
Supervisor's Name:		Phone Number:
Starting Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	Ending Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	
Duties/Responsibilities:		

Employer:	Dates (mm/dd/yy): From: _____ To: _____	
Address:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Position Held:	May we contact employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Reason for Separation:		
Supervisor's Name:		Phone Number:
Starting Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	Ending Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	
Duties/Responsibilities:		

EMPLOYMENT HISTORY – CONTINUED

Employer:	Dates (mm/dd/yy): From: _____ To: _____
Address:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Position Held:	May we contact employer? <input type="checkbox"/> No <input type="checkbox"/> Yes
Reason for Separation:	
Supervisor's Name:	Phone Number:
Starting Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	Ending Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually
Duties/Responsibilities:	
(Use additional sheets for work history if necessary.)	

DRIVER'S LICENSE REQUIREMENTS

Some positions require a valid driver's license. If you currently have a valid driver's license (from any state), please fill in the blanks below. If the position requires a Commercial Driver's License (CDL), successful candidates will fill out an additional form with their recruiter.

Driver's License Number:	State of Issue:	Expiration Date:
Has your driver's license ever been suspended or revoked for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", please explain when, where, and why:	

CONVICTION/CRIMINAL HISTORY/BACKGROUND CHECKS

Have you ever been convicted of any violation of the law, other than for minor traffic violations? (A DWI/DUI must be listed.)
 No **Yes** If "Yes", please explain below.
(Disclosing information about convictions will not result in automatic disqualification for consideration for employment.)

COMPUTER KNOWLEGDE

	Software (be specific):	Hardware (i.e., IBM, MAC)
Word Processing:		
Spreadsheets:		
Database:		

List three references (other than relatives) who have knowledge of your work experience and abilities:

Name:	Phone:
Name:	Phone:
Name:	Phone:

Do you currently have relatives working for **Crutchto Public Schools**? Yes No
 If "Yes", Staff Members Name: Relationship:

How did you learn of this position? Newspaper Advertisement Crutchto Website Friend
 Crutchto Employee: _____ Walk -in Other: _____
(Please provide name) (Please specify)

CERTIFICATION

- I certify that I have answered truthfully and have not knowingly withheld any information in my application or during any interview(s).
- I understand that any false information or misrepresentation will result in my being eliminated from further consideration or, in the case that I am employed by **CRUTCHO PUBLIC SCHOOLS**, or one of its subsidiaries, may result in my immediate discharge at any time during my employment.
- I understand that **CRUTCHO PUBLIC SCHOOLS** is an at-will employer. This means that the company or I can terminate the employment relationship at any time, with or without cause.
- I understand that I do not have an agreement for employment for any specified period of time and that no company representative with whom I may have interviewed has the authority to make such an agreement or any contrary agreement.
- I authorize confirmation of all statements on this application for employment as may be necessary in arriving at the employment decision.
- I release **CRUTCHO PUBLIC SCHOOLS** and any previous employers and supervisors from liability for any claims or injuries that may result from furnishing information to **CRUTCHO PUBLIC SCHOOLS**.
- I understand that pre-employment testing for various computer and administrative skills may be required as a condition of hire.
- I understand that **CRUTCHO PUBLIC SCHOOLS** requires a negative drug test result as a condition of hire.
- In consideration of my employment, I agree to abide by **CRUTCHO PUBLIC SCHOOLS** operating guidelines, rules & policies and procedures; such may change from time to time.

Signature:	Date:
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CERTIFICATION INFORMATION

Please Attach a Copy of Teacher Certification

Status of Oklahoma Teaching Credential (Circle One):

Current

Pending

Incomplete

Expired

Oklahoma State Department of Education Certificate #: _____

Class (Circle One):

Standard

License

Provisional I, II, or III

Alternative Emergency

Other _____

Code

Subject

Type

Level

Expiration Date

Code	Subject	Type	Level	Expiration Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Out of State Certification(s):

State: _____

Certificate #: _____

State: _____

Certificate #: _____

Have you ever had a teaching certificate revoked or suspended? (Circle One): **Yes** **No**

If "Yes" please explain: _____

