

APPLICATION FOR SUBSTITUTE OR TEACHER ASSISTANT EMPLOYMENT
John W. Rex Charter Elementary School

(RETURN TO THE SCHOOL OFFICE OR E-MAIL TO JOBS@JOHNREXSCHOOL.ORG)

NAME

LAST

FIRST

MIDDLE

SOCIAL SECURITY NUMBER¹

PRESENT ADDRESS

STREET

(AREA CODE) TELEPHONE

CITY

STATE

ZIP CODE

PERMANENT ADDRESS

STREET

(AREA CODE) TELEPHONE

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

LIST, IN ORDER OF PREFERENCE, THE POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

CERTIFICATION

(THIS MAY NOT BE APPLICABLE TO ALL SUPPORT APPLICANTS—COMPLETE ONLY IF YOU HOLD VALID OKLAHOMA AND/OR OUT-OF-STATE TEACHING CERTIFICATES. OTHERWISE, JUST PUT N/A)

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

DATE AVAILABLE FOR EMPLOYMENT

References: Please list first and last name, phone number and email address.

1. _____
2. _____
3. _____
4. _____

EDUCATIONAL BACKGROUND

In order to be considered for Teacher Assistant positions, candidates must hold a high school diploma or a GED diploma— plus, other qualifications. Substitutes must hold a high school diploma. For detailed information about the additional options, go to:

<https://sde.ok.gov/faqs/oklahoma-title-i-paraprofessional-teaching-credential-teaching-assistant>

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:		Final Yearly Salary:		
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		

Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:		Final Yearly Salary:	
Dates	Name of Employer and Address		Your Title
From			
To			
	(Area Code) Telephone:		
Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:		Final Yearly Salary:	
Please list activities that you are interested or qualified to supervise:			

Only complete if you have completed a student teaching assignment through your undergraduate program.

STUDENT OR PRACTICE TEACHING

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER
		1.
		2.
		1.
		2.

REFERENCES

References should include employers or direct supervisors/managers who have first-hand knowledge of your professional competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	MAILING ADDRESS & E-MAIL ADDRESS	TELEPHONE <small>PLEASE LIST TWO NUMBERS. ONE MAY BE BUSINESS, THE OTHER MAY BE MOBILE.</small>

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? _____ Yes _____ No

Are you currently under charges for a criminal offense? _____ Yes _____ No

Have you ever forfeited bond or collateral in connection with a criminal offense? _____ Yes _____ No

Within the last ten years, have you been fired from any job for any reason? _____ Yes _____ No

Within the last ten years, have you quit a job after being notified that you would be fired? _____ Yes _____ No

Have you ever been professionally disciplined in any state? _____ Yes _____ No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.

Are you subject to any visa or immigration status, which would prevent lawful employment? _____ Yes _____ No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

Background Check and Fingerprinting for Employment

As cited in [70 O.S. § 5-142 \(OSCN 2013\)](#), each prospective employee (an individual who has received an offer of temporary employment by the school pending the results of the national criminal history record check) must submit a copy of a National Criminal History Record Check from the Federal Bureau of Investigation (FBI) and a copy of fingerprint background report *prior* to employment at JRCES. Prospective employees must submit the ORIGINAL reports, which may not be more than one (1) year old. Any person who has been employed as a full-time teacher by a school district in this state and applies for employment as a full-time teacher in another school district in this state may not be required to have a national criminal history record check if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing. For more information and forms, go to <http://ok.gov/sde/faqs/fingerprintbackground-checks-information#OK%20Dual%20Results>

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of JRCES ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date

Signature of Candidate

Oklahoma school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.