

Application for Employment  
(Non-Certified Personnel)

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SPIRO PUBLIC SCHOOLS

600 West Broadway  
Spiro, OK 74959

NOTICE TO APPLICANT: THIS SCHOOL DISTRICT DOES NOT INTENTIONALLY DISCRIMINATE IN ITS EMPLOYMENT POLICIES ON THE BASIS OF RACE, NATIONAL ORIGIN, RELIGIOUS BELIEF, AGE, DISABILITIES, OR GENDER.

NOTICE OF DISQUALIFICATION: FAILURE TO ANSWER QUESTIONS TRUTHFULLY OR PROVIDING MISLEADING OR FALSIFIED INFORMATION WILL DISQUALIFY THE APPLICANT FOR ANY POSITION OFFERED BY THE DISTRICT, AND IF DISCOVERED AFTER EMPLOYMENT, WILL RESULT IN DISMISSAL FOR EMPLOYMENT.

I STATE THAT I HAVE READ AND UNDERSTAND THIS DISQUALIFICATION NOTICE.

\_\_\_\_\_  
APPLICANT

A. Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

B. When are you available to start working? \_\_\_\_\_

C. Have you read the job description of the position for which you have applied?

Yes \_\_\_\_\_ No \_\_\_\_\_

D. Are you now capable of performing the duties required of the applicant of that job?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, how do you feel an accommodation can be reasonably made to allow you to perform essential job duties? \_  
\_\_\_\_\_

E. Circle the position for which you are applying.

Secretary

Bus Driver

Teacher Assistant

Custodian

Cook

Bus Mechanic

Maintenance

Other \_\_\_\_\_

List below present and past employment, beginning with your most recent

Name and Address	From		To		Salary	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.		
	Reason for leaving:					
Telephone						

Name and Address	From		To		Salary	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.		
	Reason for leaving:					
Telephone						

Name and Address	From		To		Salary	Name of Supervisor
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Telephone						

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	Mo.	Yr.	Mo.	Yr.		
	Reason for leaving:					
Telephone						

F. EMPLOYMENT HISTORY:

The district will conduct background checks to verify information provided.

CONSENT AND RELEASE OF ALL CLAIMS AGAINST PREVIOUS EMPLOYERS:

SIGN BELOW IF YOU AGREE THAT THE DISTRICT MAY CONTACT YOUR PREVIOUS EMPLOYERS AND ASK THEM MORE DETAILED QUESTIONS ABOUT YOUR PRIOR WORK EXPERIENCE, IF YOU SPECIFICALLY CONSENT TO THE RELEASE OF INFORMATION BY THESE PRIOR EMPLOYERS TO THE DISTRICT, AND AGREE TO RELEASE SUCH PRIOR EMPLOYERS, THEIR EMPLOYEES, AND THEIR GOVERNING BOARDS, FROM ANY AND ALL CAUSES OF ACTION OR OTHER POTENTIAL CLAIMS WHICH YOU COULD HAVE AGAINST THEM FOR ANSWERING QUESTIONS ABOUT YOUR WORK EXPERIENCE. THIS CONSENT IS A COVENANT NOT TO SUE ANY PRIOR EMPLOYER, THEIR EMPLOYEES, OR THEIR BOARD MEMBERS FOR DEFAMATION, REGARDLESS OF WHAT PRIOR EMPLOYERS MAY RELATE TO THE DISTRICT REGARDING YOUR PREVIOUS EMPLOYMENT EXPERIENCE.

I have read this consent and release of all claims, in consideration of being considered and applicant for employment agree to its terms.

\_\_\_\_\_  
Applicant



**PERSONAL REFERENCES (Not Former Employers or Relatives)**

G.

Name and Occupation	Address	Phone Number

**MILITARY SERVICE RECORD**

Were you in U.S. Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what Branch? \_\_\_\_\_

Did you receive any training in the U.S. Armed Forces that is relevant to the position applied for? \_\_\_\_\_

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**H. CRIMINAL ACTIVITIES**

The district has a duty to teach students proper citizenship and respect for the law, and it is our responsibility to serve as role models for students. Because the district teaches students about the dangers of chemical abuse and because the district is entrusted with the supervision of minors, the district cannot have employees performing duties while under the influence of dangerous substances which adversely affect reaction time and good judgment.

Information concerning past illegal acts will be considered along with the time of the offense, the seriousness and nature of the violation, any rehabilitations and your subsequent employment history.

1. Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

2. If so, provide details: \_\_\_\_\_

3. Have you ever been convicted of a criminal offense involving illegal drugs or alcohol?

Drugs Yes \_\_\_\_\_ No \_\_\_\_\_ Alcohol Yes \_\_\_\_\_ No \_\_\_\_\_

4. If so, provide details: \_\_\_\_\_

5. Have you been convicted of any criminal offense involving minors?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. If Yes, provide details: \_\_\_\_\_

**I. A FELONY CHECK WILL BE CONDUCTED**

**J. DRIVING RECORD:**

This portion is only to be completed if you are applying for a position that requires you to transport students:

1. Has your driving license been suspended within the last five years?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. What was the reason for the suspension, and when was it re-instated?

\_\_\_\_\_

3. Have you been convicted of driving under the influence of drugs or alcohol?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. If yes, provide details: \_\_\_\_\_

K. I possess a valid School Bus Driver's License and a C.D.L. License: Yes \_\_\_\_\_ No \_\_\_\_\_

**L. Record of Education**

**Include proof of High School Diploma or GED**