

EMPLOYMENT APPLICATION

SUBSTITUTE TEACHING

INDEPENDENT SCHOOL DISTRICT #1
 TULSA PUBLIC SCHOOLS
 3027 SOUTH NEW HAVEN
 TULSA, OKLAHOMA
 PHONE (918) 746-6800 FAX (918) 746-6647

MARK THE APPROPRIATE BOXES

- New Application
- Teaching Application on file
- Former Employee of the School District
- Temporary Educational Application on file

Tulsa Public Schools is an equal opportunity employer. All employees and job applicants are guaranteed equality of employment opportunity. This means the District will not discriminate against any employee or applicant on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. The District will make reasonable accommodations for job applicants and employees with disabilities in accordance with the requirements of the Americans with Disabilities Act of 1990.

Payroll ID # _____
 (assigned by Human Resources)

ALL SECTIONS MUST BE COMPLETED EVEN IF YOU SUBMIT A RESUME. PLEASE TYPE OR PRINT CLEARLY.

IMPORTANT: All applicants for substitute teaching must complete the application and all enclosed forms. ALL INFORMATION must be completed before the application is accepted and processed.

Personal Information:

Date _____

Applicant's Full Name _____
Last First M.I. Maiden Name

Mailing Address _____
Street City State Zip

Email Address _____

Telephone Number - Home: () _____ Cell: () _____ Work: () _____

Emergency Contact _____

Social Security Number _____ (OPTIONAL. Failure to submit social security number on this form will not prohibit employment consideration. Social Security number may be required on other forms prior to employment.)

Teaching Certification:

- None
- Valid Oklahoma Standard – Expires _____
Month/Year
- Valid Oklahoma Teaching License – Expires _____
Month/Year
- Valid Oklahoma Provisional – Expires _____
Month/Year

Areas of Certification: _____

A copy of your teaching certificate must be in your substitute personnel file and must have a valid effective date.

Educational Information:

Name and location of high school: _____

Name of College: _____ Graduation Date: _____ Degree: _____

Language Proficiency:

Are you competent in a language other than English? If yes, please list:

Language	At what level?			In which areas?		
	Novice	Intermediate	Fluent	Speaking	Reading	Writing

Personal References:

**COMPLETE MAILING ADDRESS AND ZIP CODE MUST BE INCLUDED. (Please do not use former employers or relatives.)
REFERENCES REQUESTED ARE CONFIDENTIAL AND BECOME THE PROPERTY OF TULSA PUBLIC SCHOOLS.**

Name	Street Address	City State Zip	Phone Area Code/Number	Occupation

Employment References: (Give complete record of business or employment for past ten years.)

Name of Employer	Address City State	Supervisor's Name	Dates Employed	Duties	Salary	Reason For Leaving

Personal Background:

Have you ever:

- (a) Entered a plea of guilty or nolo contendere to a state or federal felony charge? Yes No
- (b) Been convicted of a state or federal felony offense? Yes No
- (c) Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? Yes No
- (d) Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? Yes No

If yes to any of the above, please complete the following:

TYPE OF VIOLATION	DATE	PLACE (City, State)

Have you ever had a certificate or license revoked or suspended? (If yes, explain below)..... Yes No

Have you ever been asked to resign, suspended or been discharged from any position, teaching or otherwise? *If yes, explain below*..... Yes No

Are you currently out on bail or on your own recognizance pending trial on any criminal charge?..... Yes No

Have you been convicted of any offense involving illegal sexual conduct, physical or sexual abuse, rape, or illegal controlled substances? *(If yes, explain on a separate sheet)*..... Yes No

Why do you wish to leave your present position? _____

On what date will you be available, if offered employment in Tulsa? _____
Month/Year

I certify that the statements in this application are true, complete and not misleading to the best of my knowledge, and I authorize investigation of all statements contained herein. I hereby release from all liability any persons or organizations furnishing such information. I understand that I will be subject to disqualification or dismissal if any statement in this application is found to be untrue

Date _____ Signature of applicant _____

TULSA PUBLIC SCHOOLS

TOBACCO-FREE EMPLOYMENT NOTICE

Realizing the health risks involved in the use of tobacco, the Board of Education of Tulsa Public Schools has adopted a tobacco-free work place policy for the District.

Beginning January 1, 1992, the use of tobacco is prohibited on all District property, including vehicles.

By signing this agreement, I certify the following:

- 1) I am aware of the tobacco-free policy of the District as of January 1, 1992.
- 2) I understand the intent and purpose of the tobacco-free workplace policy.
- 3) I will not use tobacco in any form while on any District grounds or in any District building.
- 4) I understand that disciplinary action, including termination of employment, may result from the violation of the tobacco-free workplace policy.

Signature of employee

Date

All applicants for substitute teaching must complete the application and all enclosed forms. ALL INFORMATION must be completed before the application is accepted and processed.

YOUR APPLICATION MUST INCLUDE TWO FORMS OF IDENTIFICATION**

(Original documents must be presented for examination.)

Present ONE from the following list:

U.S. Passport • Permanent resident card/alien registration receipt card (Form I-551) • Unexpired foreign passport with temporary I-551 stamp • Unexpired Employment Authorization Document that contains photograph (Form I-766, I-668, I-688A, I-688B).

*** OR ***

Present ONE from EACH of the following lists:

List #1: State-issued driver's license • Government-issued or school ID that contains photograph • Voter's registration card • U.S. Military card or draft record • Military dependent's ID card • School ID with photograph • Native American tribal document • Driver's license issued by Canadian authority.

List #2: U.S. Social Security card** • Original or certified copy of birth certificate • Certification of birth abroad issued by DOS (Form FS-545 or DS-1350) • Native American tribal document • U.S. Citizen ID card (Form I-197) • Resident Citizen ID Card (Form I-179).

***For payroll purposes, you must present your Social Security card, whether or not it also is used for ID purposes.*

YOUR APPLICATION MUST INCLUDE DOCUMENTATION OF EDUCATION

1. A photocopy of your official college transcript, or student copy of a transcript showing at least 48 credit hours, or your high school diploma or GED equivalent.
2. If Oklahoma Certified, a copy of your valid Oklahoma Teaching Certificate.

Your application will not be processed until all pertinent information is provided!

Equal Opportunity Employer

TULSA PUBLIC SCHOOLS STATEMENT OF NONDISCRIMINATION

“Tulsa Public Schools is an equal opportunity organization and does not discriminate in its educational and employment policies and programs on the basis of race, color, religion, gender, age, national origin, veteran status, or disability. For information, contact the Director of Compliance at (918)746-6357.”