

FOR OFFICE USE ONLY	Application Acknowledged	References & Credentials on File References & Credential Requested	Interview Scheduled	Interview Completed	Interview Code
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Varnum Public Schools
 “AN EQUAL OPPORTUNITY EMPLOYER”

PROFESSIONAL EMPLOYMENT APPLICATION

Date of Application

Month	Day	Year

PERSONAL DATA

Use legal name only

Last Name	Jr., etc.	First Name	MI

-
Social Security Number

PERMANENT ADDRESS

House Number	Street or P.O. Box Number – Apt. Number	City	State Zip Code

PRESENT ADDRESS (If Different)

House Number	Street or P.O. Box Number – Apt. Number	City	State Zip Code

E-MAIL ADDRESS

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HOME PHONE

CELL PHONE

WORK PHONE

MILITARY STATUS:	VETERAN		ACTIVE DUTY
	YES ___ NO ___	ARMY ___ AIR FORCE ___ MARINE ___ COAST GUARD ___ NAVY ___	FROM ___/___/___

Complete the following questions:

1. Are you currently under contract? YES ___ NO ___
 If “YES” where? _____
2. Do you possess a valid Oklahoma Teaching License/Certificate? YES ___ NO ___
 If “YES” Attach a copy _____
 If “NO” have you applied? _____
3. Have you previously applied with this district? YES ___ NO ___
4. When will you be available to start? YES ___ NO ___
5. Are you currently certified in another state(s)? YES ___ NO ___
 Where? _____ Type? _____ Subject or Grades? _____

List Area(s) of Certification:

Indicate in this section the area(s) for which you wish to be considered for employment. If you check more than one area, prioritize your preferences by using numbers 1,2,3, (1 is first choice: mark only the levels and subjects for which certified). Do not check or list any area for which you are not certified.

_____	A. Early Childhood	(list grade level in order of preference)	Specify Subject
_____	B. Primary (Grades 1-3)	(list grade level in order of preference)	Specify Subject
_____	C. Intermediate (Grades 4-5)	(list grade level in order of preference)	Specify Subject
_____	D. Middle School (Grades 6-8)	(list grade level in order of preference)	Specify Subject
_____	E. High School (Grades 9-12)	(list grade level in order of preference)	Specify Subject
_____	F. Special Education	(Grade(s) Exceptionality)	Specify Subject
_____	G. Administration	(Specify Position/levels)	

FOR OFFICE USE ONLY	Credentials	Transcript	W-4	Certificate	Insurance	Out of State Experience Verify	
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INEXPERIENCED CANDIDATES

STUDENT OR PRACTICE TEACHING: DATE STARTED _____

Grade or Subject Taught	No. of Weeks	Name and Address of School	1. College Supervisor 2. Cooperating Teacher

CREDENTIALS

Do you have placement office credentials on file? YES ____ NO ____ If "Yes", please request that they be sent to the Personnel Office.

EXPERIENCED CANDIDATES

TEACHING EXPERIENCE: (Include only regular teaching under contract – list most recent first)

DATES		Name, Address, and Zip of School District	Subject and/or Grades Taught
FROM	<input type="text"/>		
TO	<input type="text"/>		
YEARS	<input type="text"/>		
Name of Principal		Final Year Salary	Reason for Leaving
DATES		Name, Address, and Zip of School District	Subject and/or Grades Taught
FROM	<input type="text"/>		
TO	<input type="text"/>		
YEARS	<input type="text"/>		
Name of Principal		Final Year Salary	Reason for Leaving
DATES		Name, Address, and Zip of School District	Subject and/or Grades Taught
FROM	<input type="text"/>		
TO	<input type="text"/>		
YEARS	<input type="text"/>		
Name of Principal		Final Year Salary	Reason for Leaving

Only teaching full time in college, teaching in a public school or in an accredited private school is creditable. Student teaching and substituting in most cases are not creditable. State law limits out-of-state experience to 5 years and military service experience to 5 years.

TOTAL NUMBER OF CREDITABLE YEARS

EXTRACURRICULAR INTERESTS

Please indicate areas in which you have experience and/or ability to assist in an extracurricular program. This includes such areas as music, publications, and athletics. List both the areas and the specific activities for which you are qualified and willing to direct.

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

EDUCATIONAL BACKGROUND		ATTENDED		Degree Received	Date
NAME	LOCATION	From	To		
High School					
College or University (Undergraduate)					
College or University (Graduate)					
Other					
Other					
Major Area (Undergraduate)	Minor Area (Undergraduate)	Major Area (Graduate)		Minor Area (Graduate)	

PROFESSIONAL REFERENCES (List only those persons who are qualified to evaluate your qualifications for position sought. Include principals/superintendents of systems where experience was gained.)

NAME	TITLE	COLLEGE, SCHOOL, AND SCHOOL SYSTEM	ADDRESS, CITY, STATE, ZIP	PHONE
Cooperating Teacher				
College Advisor				
Other				
Other				
Other				
Other				

Do you have a relative who is either a member of the Varnum Board of Education or who is employed in any capacity with Varnum Public Schools? Yes ___ No ___ If yes, please give the following information:

Name of Relative _____ Relationship _____ Position _____

Have you ever:

- A. Been employed by this school district? Yes ___ No ___
- B. Resigned a position as part of an agreement to avoid dismissal? Yes ___ No ___
- C. Been released from employment because of misconduct or unsatisfactory service? Yes ___ No ___
- D. Been convicted of a state or federal felony offense? Yes ___ No ___

REQUIRED CREDENTIALS INCLUDED WITH THIS APPLICATION:

- A copy of your Oklahoma Teaching Certificate(s) Complete and up-to-date Official Transcript(s)
- Verification of out of state experience Form 214 – Verification of Military Service

Before this application can be evaluated, all requested information and materials must be received by the Personnel Office.

READ CAREFULLY BEFORE SIGNING

By affixing my signature I affirm that all information set forth in this application is accurate, truthful and complete. I understand that, if employed, false or misleading statements given in this application or interviews may result in discharge. I hereby grant permission to the Varnum Public Schools to investigate any information included in this application. I understand that this application is not a contract of employment. I hereby release the district and its agents from all liability in making any investigation and inquiry relative to information contained in the application form. I understand that I am required to abide by all rules and regulations and policies of the Varnum Public Schools, and I am required to perform all the essential functions of this position.

Signature of Applicant Date

Varnum Public Schools does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap or veteran. This institution is an equal opportunity employer.

Your application will be retained in our active file (1) one year from the date completed unless a written request is filed for retention beyond that date. We will need to be notified of any changes on the application throughout the year.

Please respond to the statements below as briefly, but as thoroughly, as possible. Your personal views are very important. Relate each statement to the particular position for which you are applying.

1. What do you do with students within the first weeks of the school year to establish a positive classroom environment?

2. Share your long and short-term planning process for instruction.

3. Describe how you engage students in their learning.

4. Think about a unit you have taught. Tell why you selected particular instructional strategies to teach the curriculum.

5. Tell how your assessment practices accommodate students' learning needs.

6. How do you use technology during your instruction?