

(To be completed by Personnel Staff)	Application Received	Transcript _____ Certificate _____ Test Results _____	Interviews: _____ _____ _____ _____ _____	PHOTOGRAPH (optional)
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**TAHLEQUAH PUBLIC SCHOOLS**  
225 N. Water Street/P.O. Box 517  
Tahlequah, OK 74465

"An Equal Opportunity Employer"

**CERTIFIED EMPLOYMENT APPLICATION**

<b>PERSONAL DATA</b> (Please type or Print in Blue or Black Ink).		<b>DATE</b> _____
NAME _____ Last Name First Name Middle Name Maiden Name (optional)		
PRESENT ADDRESS _____ Street Address City State ZIP Phone		
PERMANENT ADDRESS _____ Street Address City State ZIP Phone		
DATE OF BIRTH _____ (optional) SOCIAL SECURITY NUMBER _____		
<b>POSITION(S) FOR WHICH YOU ARE HIGHLY QUALIFIED:</b>		
<b>Please attach documentation:</b> Provide College Transcript Provide Teaching Certificate Highly Qualified Documents: Oklahoma Certification Examination Report or OSAT Score Report		
<b>ADMINISTRATIVE, COUNSELOR, OTHER:</b>		
Complete the following questions:		
1.	Are you currently certified in another state? Yes _____ No _____	
	Where? _____ Type? _____ Area? _____	
2.	Are you currently under contract? Yes _____ No _____	
	Where? _____	
3.	Why do you wish to leave your present position? _____	
4.	When are you available to report? _____	
5.	Have you been convicted of a felony in the last 7 years or are you currently charged with the commission of a felony? If yes, state what, when, and how: (Note: this information does not in itself disqualify you for employment) Yes _____ No _____	
6.	Number of years of teaching experience. _____	
	_____	

ACADEMIC PREPARATION	City and State	Attended		Degree Received	Date
		From	To		
High School					
College or University					
College or University					
College or Univeristy (graduate study)					
Other					
Other					

TEACHING EXPERIENCE (Place student teaching on 1st line)	City and State	Phone #	Grade(s) or Subject(s)	Supervisor	From		To	
					Mo	Yr	Mo	Yr
School & System								

RELATED WORK EXPERIENCE (List only positions directly related to teaching, teaching area, or youth work.)	City and State	Phone #	Position	From	To

**PROFESSIONAL REFERENCES** (List only those persons who are qualified to evaluate your qualifications for positions sought. Include principals/superintendents of systems where experience was gained. References must have complete names, addresses, phone numbers, and zip codes.)

Name	Title	School, System, College	Phone #	Complete Address
Cooperating Teacher				
College Supervisor				
Other				
Other				
Other				

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. Administrative candidates should attach supplemental information indicating administrative training and administrative positions. If additional space is needed, please attach.

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?

OTHER INFORMATION

Name, address and telephone number of person to notify in case of emergency.

**Attach updated resume.**

"It is the fundamental policy of the Tahlequah Public School District 35, to provide equal opportunity in all its operations and in all areas of employment practice and to assure there shall be no discrimination against any employee or applicant on the basis of age, race, color, religion, sex, national origin or handicap."

In the interest of the safety and well-being of all students in Tahlequah Public Schools, references and records available on all fulltime employees will be thoroughly checked at the time of hiring. The following procedures will be used:

1. References of applicants will be checked by the Superintendent or his/her designee.
2. Former employments of all new hires will be checked by the Superintendent or his/her designee.
3. The district will complete the OSBI check on all new hires: the employee will make the initial payment.
4. The district will complete the national felony search on any out-of-state fulltime employee on whom insufficient information or conflicting information appears to exist. The cost of the search will initially be borne by the employee. If the results of the search indicate reasons for not continuing employment, the individual will be terminated immediately.

"I have applied for employment with the Tahlequah Public Schools District I-35. I hereby give the District permission to make inquiries of references and former employers concerning my performance in the past and my general character. This permission form may be attached to requests for information and I hereby authorize the party receiving this form to give full and complete information as may be requested by the Tahlequah Public Schools District I-35. I further agree that the information requested will not become a part of my personnel file if I am employed by the District and I agree that the information will not be disclosed to me but will be treated as confidential by the District, and I waive any right to see this information."

\_\_\_\_\_  
Applicant's Signature

I hereby affirm that all information given in this application is true and complete to the best of my knowledge and that any misstatements or omissions of material facts in the application may be cause for dismissal if employed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

SEND TO: Tahlequah Board of Education  
P.O. Box 517  
Tahlequah, Oklahoma 74465

**\*\*Note: Application will be eliminated**  
following the first anniversary of the  
year filed unless updated.