HILLDALE PUBLIC SCHOOL
500 EAST SMITH FERRY ROAD
MUSKOGEE, OKLAHOMA 74403
{918) 683-0273

CERTIFIED PERSONNEL APPLICATION

DATE_____ SOCIAL SECURITY _____

NAME IN FULL._____

PLACE OF BIRTH_____

PRESENT ADDRESS_____TELE. NO._____

PERSONAL EMAIL_____

FOR WHAT POSITION DO YOU WISH TO APPLY?

FIRST CHOICE_____ SECOND CHOICE_____

EDUCATIONAL AND PROFESSIONAL TRAINING

NAME OF SCHOOL OR INSTITUTION	COURSE TAKEN	DEGREE OR DIPLOMA	SEMESTER HR CREDIT
HIGH SCHOOL			
COLLEGE			
UNIVERSITY			
GRADUATE			
SPECIAL			

MAJOR SUBJECTS:_____NO. OF HOURS_____

_____

MINOR SUBJECTS:_____NO. OF HOUR _____

_____

TEACHING AND/OR WORK EXPERIENCE INCLUDING MILITARY SERVICE
(BEGIN WITH LATEST EMPLOYMENT)

NAME OF SCHOOL, FIRM & LOCATION	SUBJECT TAUGHT EXPERIENCE	DATE	MONTHS	SALARY SCHEDULE

1. LIST ACTIVITES WITH CHILDREN, YOUTH, OR ADULTS YOU ARE PREPARED TO DIRECT. _____

_____

2. WILL YOU ACCEPT SALARY PROVIDED BY SCHEDULE? _____

3. ADD BY LETTER ANY ADDITIONAL THAT WILL GIVE US A MORE COMPLETE ESTIMATE OF YOUR TRAINING EXPERIENCE, CHARACTER AND ABILITY. LIST HONORS WON, POSITIONS TO WHICH YOU HAVE BEEN ELECTED AND PROFESSIONAL ORGANIZATIONS TO WHICH YOU BELONG.

4. WHEN COULD YOU BEGIN WORK? _____

5. REFERENCES: GIVE US AT LEAST FIVE REFERENCES, INCLUDING ESPECIALLY PRINCIPALS, SUPERINTENDENTS, OR EMPLOYEES UNDER WHOM YOU HAVE WORKED, WHO HAVE FIRST HAND KNOWLEDGE OF YOUR CHARACTER, PERSONALITY, SCHOLARSHIP AND TEACHING ABILITY.

NAME	ADDRESS	PHONE	POSITION

6. ATTACH COMPLETE TRANSCRIPTS TO THIS FORM. "ALL PERSONS, FIRMS AND ENTITIES LISTED IN THIS APPLICATION ARE HEREBY AUTHORIZED TO RELEASE ANY INFORMATION OR RECORDS CONCERNING ME TO THE PERSONNEL DEPARTMENT OF HILLDALE PUBLIC SCHOOLS AND I HEREBY RELEASE SAID PERSONS, FIRMS AND ENTITIES FROM ANY LIABILITY AS A RESULT OF THE FURNISHINGS OF SUCH RECORDS AND INFORMATION."

"I DO HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL OF THE FACTS AND STATEMENTS CONTAINED IN THIS APPLICATION ARE CORRECT AND TRUE."

_____   _____
SIGNATURE   DATE

(THIS APPLICATION WILL BE CONSIDERED FOR A PERIOD OF ONE (1) YEAR FROM THE DATE RECEIVED IN THE CENTRAL ADMINISTRATION OFFICE OF HILLDALE PUBLIC SCHOOLS. ANY APPLICANT WISHING TO EXTEND THIS TIME MUST REQUEST AND COMPLETE ANOTHER APPLICATION FORM).

HILLDALE PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER.