

MOUNDS PUBLIC SCHOOLS

P.O. BOX 189

MOUNDS, OK 74047

APPLICATION FOR EMPLOYMENT

SUPPORT PERSONNEL

DATE _____ SOCIAL SECURITY NUMBER _____

NAME _____
(LAST) (FIRST) (MIDDLE)

PRESENT ADDRESS _____
(STREET/PO BOX NO) CITY/STATE/ZIP

HOME PHONE _____ CELL PHONE _____

POSITION FOR WHICH YOU ARE APPLYING (in order of preference)

(1) _____ (2) _____

WHEN WOULD YOU BE AVAILABLE? _____

PRESENT EMPLOYER: _____

EDUCATION

Name/Location of Institution	Dates Attended	Diploma/Degree	Date Received

REFERENCES

Give three references-someone who knows you well as to character and ability.

Name	Address	City/State	Phone

MOUNDS PUBLIC SCHOOLS IS AN EQUAL OPPORUNITY EMPLOYER

WORK EXPERIENCE

List previous work experience beginning with most recent.

Employer's Name	Employer's Address	Supervisor	Type of Work	Dates Employed

PLEASE MAKE ANY ADDITIONAL REMARKS THAT YOU THINK MIGHT STRENGTHEN YOUR APPLICATION SUCH AS SPECIAL TRAINING AND QUALIFICATIONS.

I authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal.

(Signature of Applicant)

(Date)

RECORDS INVESTIGATION

The Mounds Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a felony records check may be conducted of a prospective employee at the superintendent's discretion. A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check may be initiated by the school district's written request, through the superintendent, to the State Department of Education.

Any person applying for employment as a substitute teacher shall only be required to have one such felony records search for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach.

The superintendent will determine whether to request a felony records check of the prospective employee. If the superintendent determines to conduct the felony records check, the superintendent may decide to check the employee's name only or name and fingerprints. Further, the superintendent is authorized to request a state only check, or a state and national search. Such determinations will be made at the discretion of the superintendent.

If the superintendent requests that a national records search be conducted, the prospective employee will be required to furnish a fingerprint card to the agency conducting the search and must pay the cost of the records search fee.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the felony records search results. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

REFERENCE: 70 O.S. §5-142

NOTE: THIS POLICY IS OPTIONAL UNLESS THE BOARD DIRECTS SEARCHES TO BE CONDUCTED.

NOTE: A criminal record check of prospective teachers must be requested by the superintendent using a form supplied by the State Department of Education. It is suggested that the form be obtained and used in accordance with this policy.

NOTE: School districts with more than 30,000 students will request background felony records checks directly from the Oklahoma State Bureau of Investigation. If the search is based on name only, the search fee is not to exceed Ten Dollars (\$10.00). If the search is a national search based on fingerprints, the search fee is not to exceed Fifty Dollars (\$50.00).

RECORDS INVESTIGATION

The Moonshoards Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a felony records check shall be conducted of all prospective employees at the superintendent's discretion. A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education.

Any person applying for employment as a substitute teacher shall only be required to have one such felony records search for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the felony records search results. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

REFERENCE: 70 O.S. §5-142

RECORDS INVESTIGATION

C O N S E N T

The name and fingerprint of an applicant for employment with this school district will be submitted to the Oklahoma State Bureau of Investigation for a national felony records search. Such a search will require that you be fingerprinted by the OSBI, or designee, and that you pay the cost of the search up to \$50.00. If you are subsequently employed or are employed for a temporary period pending the receipt of the search results, then the district may reimburse you for the cost of the search. The school district may conduct a national felony records search of any current school employee if the board of education recommends the search.

I state that I have read the above requirements and do consent to being fingerprinted. I will pay the fee for an OSBI felony records search.

Signed this ____ day of _____

Applicant

AUTHORIZATION AND RELEASE

This authorization and release is executed under penalty of perjury on the _____ day of _____, by _____, applicant for employment ("Applicant") with the Mounds School District No. 5, Creek County, Oklahoma (School District).

Applicant understands that the School District's receipt of a clear state or national felony record search of his/her name and fingerprints is a condition of employment with the School District. Because Applicant desires employment with the School District, Applicant authorizes the School District to request and obtain the results of an Oklahoma or national felony record search of Applicant's name and fingerprints. Applicant hereby releases Applicant's felony record search results to the School District. Applicant also releases the School District of any and all liability relating to its request for, receipt, and use of the search results.

Applicant acknowledges that Applicant has been furnished and understands all of the requirements of the School District's felony record search policy and agrees to be bound by all of its terms and conditions.

Applicant also agrees to truthfully answer the following questions:

Have you ever:	Yes	No
1. Entered a plea of guilty or nolo contendere to a state or federal felony charge?	---	---
2. Been convicted of a state or federal felony offense?	---	---
3. 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?	---	---
4. 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?	---	---

Applicant understands that if Applicant is hired by the School District prior to receipt of the results of the felony record search, Applicant will be classified as a temporary employee until notified otherwise by the superintendent of schools. Furthermore, Applicant understands that if the felony record search reveals a prior felony offense conviction or if Applicant provides a false response to one or more of the above questions, then Applicant will be denied employment. If Applicant is employed prior to receipt of the search results that reveal a prior felony, then Applicant is deemed to have resigned Applicant's temporary employment with the School District, effective upon acceptance by the board of education. The board of education may accept Applicant's resignation at any time within 30 days after the date the School District was notified of either the unsatisfactory search results or the false response, whichever is later. Applicant waives Applicant's right to any and all due process procedures to which Applicant might otherwise be entitled under federal and state law and the School District's policies and procedures.

Applicant's Signature