

**MOUNDS PUBLIC SCHOOLS  
P.O. BOX 189  
MOUNDS, OK 74047**

**APPLICATION FOR EMPLOYMENT  
CERTIFIED PERSONNEL**

DATE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

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

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

Positions for which you are applying:  
(List 1st, 2nd, and 3rd preferences)

If teacher, state subject and  
grade level preferences

FIRST \_\_\_\_\_

SECOND \_\_\_\_\_

THIRD \_\_\_\_\_

**EDUCATION**

List all colleges or universities attended for undergraduate and graduate study.

College or University	Dates Attended	Degree Earned	Major	Minor

High School Attended \_\_\_\_\_ Diploma \_\_\_\_\_  
(Month/Year)

Certificate No. \_\_\_\_\_ Kind \_\_\_\_\_

Expiration Date \_\_\_\_\_

***MOUNDS PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER***

List other educational preparations, special skills, honors, awards, or related experiences pertinent to the position for which you are applying:

---



---



---

**TEACHING EXPERIENCE**

Position (Teacher, Principal)	School District	Subject	No. of Years	Dates

OK Teaching Experience \_\_\_\_\_ Out of State \_\_\_\_\_ Military \_\_\_\_\_ Total Years \_\_\_\_\_

Describe the nature of all non-teaching experience, including summer employment:

---



---



---

**REFERENCES**

(Four are required)

Name	Address	Phone	Relation to Your Work

Have you ever been convicted of a felony?

Yes \_\_\_\_\_

No \_\_\_\_\_

If "Yes", explain:

---

---

---

**APPLICANT'S STATEMENT**

Applicant may use this space for listing other pertinent information:

---

---

---

---

---

I authorize the investigation of all statements contained in this application. The information as submitted on this application is accurate to the best of my knowledge. I understand that falsification of any information submitted on this application shall be cause for dismissal from service.

\_\_\_\_\_  
(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 national criminal history record check shall be conducted of all prospective employees. A national criminal history record check is defined at 74 O.S. 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.

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. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history record check 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 board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

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 a maximum of sixty (60) days pending receipt of the national history record check

search results. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. 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 fingerprints 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

**AUTHORIZATION AND RELEASE (Cont.)**

VERIFICATION

STATE OF OKLAHOMA )  
  )§  
COUNTY OF CREEK    )

\_\_\_\_\_, Applicant, of lawful age and being first duly sworn upon oath, deposes and states that Applicant is familiar with the statements set forth above; that Applicant has read the foregoing Authorization and Release; and Applicant states that all the matters therein set forth are true and correct.

\_\_\_\_\_  
Applicant

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
(Seal)