

SENTINEL PUBLIC SCHOOLS

P.O. Box 640 • Sentinel, Oklahoma 73664 • (580) 393-2101

Jason Goostree
Superintendent

Theron Graybill
High School Principal

Paula Combs
Elementary Principal

Board of Education:

Larry Peck, President

Brian Cunningham, Vice President

Ron Celsor, Clerk

Kenny Babek, Member

Amy Sanders, Member

CERTIFIED APPLICATION
for Sentinel Public School
P.O. Box 640, 708 E. Washington
Sentinel, OK 73664
(580) 393-2101 Ph. (580) 393-4747 Fax

Name: _____ **Date:** _____

Position Applied For: _____

Notice to Applicants: This school district does not intentionally discriminate in its employment policies on the basis of race, color, national origin, religious beliefs, age, disabilities, veteran, or gender.

This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Jason Goostree, coordinator of the Title IX, and Section 504 responsibilities.

I agree, if employed, to follow all rules and regulations of the district.

Notice of Disqualification: Failure to answer questions truthfully or providing misleading or falsified information will disqualify the applicant for any position offered by the district, and, if discovered after employment, will result in dismissal from employment.

I state that I have read and understand this disqualification notice.

Date: _____

Applicant: _____

A. General Information:

1. Name: _____ 2. D.O.B. _____

3. Social Security Number: _____

4. Address where you can be reached: _____

5. Phone where you can be reached: _____

6. Hobbies, sports, special interests: _____

7. In case of emergency, notify: _____ Relationship: _____
Address: _____ Phone: _____

8. Are you a United States Citizen? Yes No

If not, what documentation do you have to show that you are legally eligible to work in the U.S.?

9. Have you ever been convicted of a crime? (traffic violation excluded)? Yes No

If above answer is "yes", please explain.

10. When are you available to start working? _____

11. Have you read the job description of the position for which you have applied?

Yes No

12. Are you now capable of performing the duties required of the applicant of that job?

Yes No

If not, do you feel an accommodation can be reasonably made to allow you to perform essential job duties? Yes No

13. List Oklahoma certification presently held and certificate number or attach a copy of your teaching certificate.

14. What certification is pending, dependent upon passing required testing:

15. When will you take the certification test? _____

16. Have you taken the test for such certification previously? Yes No

If so, list the dates when you took the test. _____

17. Do you have certification issued by another state? Yes No

18. What out-of-state certification do you hold? _____

19. Are you presently employed? Yes No

20. If currently employed, are you employed by a school district? Yes No

21. If currently employed by a school district, have you already submitted a resignation to the district and been released from contractual obligations past the effective date of the resignation:
 Yes No

22. If applying for an elementary position, list grade level preferences:
1st choice _____ 2nd choice _____
3rd choice _____ 4th choice _____

23. If applying for a middle school position, list preferred subject assignments:
1st choice _____ 2nd choice _____
3rd choice _____ 4th choice _____

24. If applying for a high school position, list preferred subject assignments:
1st choice _____ 2nd choice _____
3rd choice _____ 4th choice _____

25. Have you previously applied for employment with this district? Yes No

If yes, when was that application submitted? _____

B. Educational Background

1. High School from which you graduated: _____
Graduation Date: _____

2. Undergraduate university or college: _____
Graduation Date: _____ Degree Received: _____
Major: _____ Minor: _____

GPA in Major: _____
Cumulative GPA: _____

GPA in Minor: _____

Other undergraduate universities or colleges:

Name of Institution: _____
Dates of attendance: _____
GPA: _____

Name of Institution: _____
Dates of attendance: _____
GPA: _____

3. Post graduate universities attended:

Name of Institution: _____
Dates of attendance: _____
Subjects and hours completed: _____
GPA: _____

Name of Institution: _____
Dates of attendance: _____
Subjects and hours completed: _____
GPA: _____

Refer to the consent form at the end of this application that is needed to be signed if no college and university level transcript(s) is submitted with this application.

4. Practice Teaching: If practice teaching was performed during the last five years, provide the following:

Name of District: _____
Supervising teacher: _____
Grade level and subjects taught: _____
Dates: _____

C. Employment History:

The district will conduct background checks to verify information provided.

CONSENT AND RELEASE OF ALL CLAIMS AGAINST PREVIOUS EMPLOYERS

Sign below if you agree that the District may contact your previous employers and ask them more detailed questions about your prior work experience, if you specifically consent to the release of information by these prior employers to the district, and agree to release such prior employers, their employees, and their governing

boards, from any and all causes of action or other potential claims which you could have against them for answering questions about your work experience. This consent is a covenant not to sue any prior employer, their employees, or their board members for defamation, regardless of what said employers may relate to the district regarding your previous employment experience.

I have read this consent and release of all claims, and in consideration of being considered an applicant for employment, agree to its terms.

Applicant: _____

Provide the following information about your last district employers, with the current district employer being listed first and then proceeding to your first district employer.

1. Current School District Employment:

- a. District and Job Title: _____
- b. Dates of Employment: _____
- c. Supervising Principal: _____
- d. Supervising Department Head(s), if any: _____
- e. Superintendent(s): _____
- f. Teaching Assignments: _____

- g. Extra-Duty Assignments: _____

- h. If employed under a name different from the name you are using for this application, under what name were you employed by this district? _____
- i. Reason for desiring to leave employment: _____

2. Previous School District Employment:

- a. District and Job Title: _____
- b. Dates of Employment: _____
- c. Supervising Principal: _____
- d. Supervising Department Head(s), if any: _____
- e. Superintendent(s): _____
- f. Teaching Assignments: _____

- g. Extra-Duty Assignments: _____

- h. If employed under a name different from the name you are using for this application, under what name were you employed by this district? _____
- i. Reason for desiring to leave employment: _____

3. Previous School District Employment:

- a. District and Job Title: _____
- b. Dates of Employment: _____
- c. Supervising Principal: _____
- d. Supervising Department Head(s), if any: _____
- e. Superintendent(s): _____
- f. Teaching Assignments: _____

- g. Extra-Duty Assignments: _____

- h. If employed under a name different from the name you are using for this application, under what name were you employed by this district? _____
- i. Reason for desiring to leave employment: _____

D. Non-Teaching Experience (Include military service record):

1. Name of Employer: _____
 Dates of Employment: _____
 Job Title: _____
 Supervisor: _____
 Responsibilities: _____

 Reason for Leaving: _____
2. Name of Employer: _____
 Dates of Employment: _____
 Job Title: _____
 Supervisor: _____
 Responsibilities: _____

 Reason for Leaving: _____
3. Name of Employer: _____
 Dates of Employment: _____
 Job Title: _____
 Supervisor: _____
 Responsibilities: _____

 Reason for Leaving: _____

E. Criminal Activities:

The district has a duty to teach students proper citizenship and respect for the law, and teachers have an obligation to serve as role models for students. Because the district teaches students about the dangers of chemical abuse and because the district is entrusted with the supervision of minors, the district cannot have

employees performing duties while under the influence of dangerous substances or substances which adversely affect reaction time and good judgment.

Information concerning past illegal acts will be considered along with the time of the offense, the seriousness and nature of the violation, any rehabilitations and your subsequent employment history.

1. Have you ever been convicted of a felony? Yes No
If so, provide details: _____

2. Have you ever been convicted of a criminal offense involving illegal drugs? Yes No
If so, provide details: _____

3. Have you ever been convicted of a criminal offense involving illegal use of alcohol?
 Yes No
If so, provide details: _____

4. Have you been convicted of any criminal offence involving minors? Yes No
If so, provide details: _____

F. Driving Record:

This portion is only to be completed if you are applying for a position that requires the teacher to transport students.

1. Has your drivers license been suspended within the last 5 years? Yes No
If yes, what was the reason for the suspension, and when was it reinstated? _____

2. Have you ever been convicted of driving under the influence of drugs or alcohol? Yes No
If so, provide details: _____

G. References:

Give at least four references, including superintendents and principals under whom you have taught and have first-hand knowledge of your character, personality, scholarship, and teaching ability.

1. Name: _____
Title: _____
Address: _____
Phone: _____

2. Name: _____
Title: _____
Address: _____
Phone: _____

3. Name: _____
Title: _____
Address: _____
Phone: _____

4. Name: _____
Title: _____
Address: _____
Phone: _____

H. Verification:

I verify the answers provided above are true and correct.

Applicant Signature: _____

Date: _____

CONSENT FOR RELEASE OF TRANSCRIPTS

I, _____ consent to the release of my transcripts by the following educational institutions to the Sentinel Public School District, if a copy of the transcript is so requested by the district.

Signature: _____ Date: _____

Educational institutions, Years of attendance or Graduation, and name on transcript, if different from name above:

Name of Institution: _____
Attendance dates or Graduation: _____
Name on Transcript: _____

Name of Institution: _____
Attendance dates or Graduation: _____
Name on Transcript: _____

Name of Institution: _____
Attendance dates or Graduation: _____
Name on Transcript: _____

Name of Institution: _____
Attendance dates or Graduation: _____
Name on Transcript: _____

Name of Institution: _____
Attendance dates or Graduation: _____
Name on Transcript: _____

PLEASE SEND TRANSCRIPTS TO:

**Sentinel Public School
Attn: Jason Goostree, Superintendent
P.O. Box 640
Sentinel, OK 73664**

BACKGROUND CHECK CONSENT STATEMENT

I understand that a condition of the application process involves a thorough background check. I hereby acknowledge that the district may seek information from any previous employer regarding my potential employment in the Sentinel School District.

I have carefully read and understand this Background Check Consent Statement and, by my signature below, consent to the release of criminal history, sex offender registry reports, and a thorough background check to include information from previous employers to the school district. This Background Check Consent Statement in original, faxed, photocopied, or electronic form will be valid for any such reports that the Sentinel School District may request.

Name: _____
First Middle Last

Also Know As (AKA) or Maiden Name (if applicable): _____
First Middle Last

Date of Birth: _____ Race: _____ Sex: _____

Social Security Number: _____ Height: _____ Weight: _____

Eye Color: _____ Hair Color: _____ Place of Birth: _____

Citizenship: _____ Drivers License Number: _____

State Issued: _____ Expiration Date: _____

Address: _____

Phone Number: _____

Signature

Date

RECORDS INVESTIGATION

The Sentinel 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 records check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprint 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 criminal history records 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 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 an 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 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 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 a 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 criminal history records check 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.

TECHNOLOGY CENTER SCHOOLS ONLY:

The requirement for a national criminal history records check shall not apply to technology center employees hired on a part-time or temporary basis for the instruction of adult students only.

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's signature

Name printed

Address

Telephone

AUTHORIZATION AND RELEASE

This authorization and release is executed under penalty of perjury on the ____ day of _____, ____ by _____, applicant for employment ("Applicant") with the Sentinel School District No. I-001, Washita County, Oklahoma (School District).

Applicant understands that the Sentinel School Districts' receipt of a clear state or national felony record search of his/her name and fingerprints is a condition of employment with the Sentinel School District. Because Applicant desires employment with the Sentinel School District, Applicant authorizes the Sentinel 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 Sentinel School District. Applicant also releases the Sentinel 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 Sentinel 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 Sentinel 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 Sentinel 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 Sentinel 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 Sentinel School Districts' policies and procedures.

Applicant's Signature

AUTHORIZATION AND RELEASE (Cont.)

VERIFICATION

STATE OF OKLAHOMA)
)§
COUNTY OF _____)

_____, 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)