



WEWOKA PUBLIC SCHOOLS

Support Employee Application

P. O. Box 870 Wewoka, OK 74384 (405) 257-5475 Fax (405) 257-2303
An Equal Opportunity Employer

Name _____
LAST FIRST MIDDLE

Address _____

Telephone _____

Military Status:
Veteran? Yes _____ No _____ What Branch _____ Dates _____ to _____

POSITION(S) FOR WHICH YOU ARE APPLYING
Teacher Assistant _____ Custodian _____ Janitor _____ Office _____
Maintenance _____ Cafeteria _____ Other _____

Educational Background
School(s) Attended _____ Dates of Attendance _____ Degree _____

Do you have a high school diploma or GED Certificate? _____

Please list below any additional education or training you have received:

Please list below the types of equipment and/or tools that you are trained to operate: (include office equipment, cleaning equipment, school buses, tractors, power tools, computers, copiers, etc.)

Work Experience

Please list your complete work experience beginning with the most recent employer on the top line. Include military service, if any. Attach an additional page if necessary. Please account for all time over past five years.

Employer	Location	Assignment	Supervisor	Dates	
				From	To
				From _____	To _____
				From _____	To _____
				From _____	To _____
				From _____	To _____

Briefly describe the reason(s) why you left the employers listed above.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Are you a United States citizen? Yes _____ No _____
 2. Do you have a legal right to work in the United States? Yes _____ No _____
 3. Are you qualified for bonding? Yes _____ No _____
 4. Is there any reason why you cannot consistently and properly perform the duties for which you are applying? If yes, please explain. _____ Yes _____ No _____
 5. Do you have relatives currently employed as a member of the Public Schools Board of Education? If yes, please give their name (Standard Registration No. _____) Yes _____ No _____
 6. What hours, days or months of the year are you willing to work? _____
 7. When are you available to begin work? _____
 8. Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes _____ No _____
- If yes, please explain _____

Applicants may attach a separate resume or other documents. Your signature below indicates your affirmation the information contained in the application is true and complete to the best of your knowledge. Your signature further authorizes us to request pertinent confidential information from previous employers or educational institutions and allows other employers and Wewoka Public Schools supervisors to discuss your relevant employment characteristics as references.

Date

Signature of Applicant

Wewoka Public Schools is an equal opportunity employer and assures that there will be no discrimination against any employee or applicant on the basis of age, race, color, religion, national origin, veteran status, or qualified handicap or disability. Transmission of this application shall be considered official and binding upon receipt of the district of the signature above by either original, fax, e-mail, or other electronic submission.

Pre Employment Application
Wewoka Public Schools

I hereby authorize Wewoka Public Schools to verify the information I have provided on this employment application, in my oral statements and in any other documents or supplemental information I have provided to Wewoka Public Schools for the purpose of employment. I release Wewoka Public Schools and any employee acting on its behalf from any and all causes of action which may accrue to me as a result of such verification and disclosure of records or other information.

I certify that all information I have supplied to Wewoka Public Schools in this application and in any other form, oral or written, is true and accurate. I understand and agree that any misstatement, omission, or false information is grounds for my disqualification from consideration for employment, for withdrawal of my letter of employment if an offer has been made, or for my immediate discharge if employment has already commenced, whenever, and however discovered.

I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment.

Signature

Address of Applicant

Social Security Number

