



**PROFESSIONAL APPLICATION**  
**For Teaching Positions in**  
**Grove Elementary School District**



*"Home of the Wildcats"*  
**(PLEASE PRINT IN INK, OR TYPE)**

**POSITION(S) DESIRED** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NAME** \_\_\_\_\_  
                                     LAST                    FIRST                    MIDDLE                    SOCIAL SECURITY NUMBER

**PRESENT ADDRESS** \_\_\_\_\_  
   STREET  (AREA CODE) TELEPHONE  
 \_\_\_\_\_  
   CITY  STATE  ZIP CODE

**PERMANENT ADDRESS** \_\_\_\_\_  
   STREET  (AREA CODE) TELEPHONE  
 \_\_\_\_\_  
   CITY  STATE  ZIP CODE

**CELL PHONE (AREA CODE) NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

<b>CERTIFICATION</b>		
LIST ALL AREAS IN WHICH YOU HOLD VALID OKLAHOMA AND/OR OUT-OF-STATE TEACHING CERTIFICATES. NOTE: APPLICANTS HOLDING A CERTIFICATE FROM ANOTHER STATE MUST OBTAIN AN OKLAHOMA CREDENTIAL IN ORDER TO TEACH IN GROVE SCHOOL.		
<b>AREA OF CERTIFICATION</b>	<b>ISSUING STATE</b>	<b>DATE ISSUED</b>

**OKLAHOMA TEACHER NUMBER (not Certificate/License Number)** \_\_\_\_\_

**DATE AVAILABLE FOR EMPLOYMENT** \_\_\_\_\_

**IF YOU ARE NOT EMPLOYED FULL TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST?**

LONG-TERM \_\_\_\_\_ SHORT-TERM \_\_\_\_\_

**ARE YOU LICENSED TO DRIVE A SCHOOL BUS?** \_\_\_\_\_ **ARE YOU WILLING TO BECOME LICENSED TO DRIVE A BUS?** \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

	<i>School or Institution and Location</i>	<i>Major/ Minor</i>	<i>DIPLOMAS, DEGREES OR CREDITS EARNED</i>	<i>GRADE POINT Average (GPA)</i>
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

**EXPERIENCE**

(PRESENT OR MOST RECENT FIRST)

You may attach additional pages as necessary

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:

Please list activities that you are qualified to supervise or coach:

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If you have not been previously employed in a teaching position, please complete the following:

**STUDENT OR PRACTICE TEACHING**

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER
		1.
		2.
		1.
		2.

**Student Teaching References:**

Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

**REFERENCES**

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE

**OTHER QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

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**Additional Information**

Use this space to provide any additional information, such as, training or experience you feel will benefit the school in making a decision regarding your employment.

List any special abilities, interests, community activities, high school and/or college activities which would enhance your opportunity for employment, including unique or special achievements.

List any professional activities, including professional or honorary organizations, research studies, publications and/or presentations.

**ESSAY**

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write a short essay (150 words or less), preferably in your own handwriting, in the space provided on this page.

1. The most important qualities of an outstanding educator.
2. Your philosophy of student discipline.
3. The importance of continuing professional development and how you plan to incorporate it throughout your career.
4. Discuss your preferred teaching style considering the position for which you are applying.
5. How information technology (i.e., computers, Internet) can be integrated into the instructional process and curriculum.

**Signature** \_\_\_\_\_ **Name** \_\_\_\_\_

**GENERAL BACKGROUND****INFORMATION**

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed a Rehabilitative Disposition program.

Have you ever been convicted of a criminal offense?  Yes  No

Are you currently under charges for a criminal offense?  Yes  No

Within the last ten years, have you been convicted of a crime involving moral turpitude?  Yes  No

Within the last ten years, have you been fired from any job for any reason?  Yes  No

Within the last ten years, have you quit a job after being notified that you would be fired or disciplined?  Yes  No

Have you ever been professionally disciplined in any state?  Yes  No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.

Are you subject to any visa or immigration status, which would prevent lawful employment?  Yes  No

**Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet.**

Are you able to perform the essential job functions of the job you are seeking, including time and attendance requirements, with or without reasonable accommodation?  Yes  No

**Requirements for Employment:** If you are offered a contract, you must submit the following credentials: an official transcript from all universities and colleges attended, an original Oklahoma teacher's certificate, along with proof of out-of-state teaching experience, (if applicable). These documents must be on file with the school district before you will receive payment under the contract. Please do not send original copies of teaching certificate, reference letters, transcripts, or other personal documents with this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Grove Elementary School District 63C027 may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

In connection with Grove Elementary Public School considering you for employment, continued employment, promotion or reassignment, Grove Elementary Public School may obtain a consumer report on you which may include information on character, general reputation, personal characteristics, and mode of living from public record sources or personal interviews with previous employers or associates. You have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and a written summary of my rights under the Fair Credit Reporting Act.

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Date

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**Signature of Candidate (in ink)**  
**[Must be original]**

*Oklahoma school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.*

*Grove Elementary School District is a Tobacco Free, Drug Free Workplace.*

*The acceptance of this application is not a guarantee, nor a promise of employment.*

*This application will remain active for a period of one year from the date printed above.*

## Is your application complete?

Have you completed the following:

- Application completed, including essay
- Certification and Release Authorization page read and signed
- Background information questions completed
- Copy of your résumé attached
- Copy of your Oklahoma teaching certificate attached
- Copy of your unofficial college transcripts attached
- Copies of reference letters attached

Please review your application to ensure accuracy and that all required areas are completed. Completed applications along with necessary attachments should be mailed or delivered to:

Grove Elementary School District  
Employment Application  
2800 N. Bryan Ave.  
Shawnee, OK 74804

Completed applications may be faxed to 405-273-2541

Completed applications may also be emailed to  
[admin@grove.k12.ok.us](mailto:admin@grove.k12.ok.us)