

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

NON-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(s) 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 previously applied for employment with this district? Yes No

If yes, when was that application submitted? _____

10. Apart from absence for religious observance, are you available for full-time work? Yes No

If not, what hours can you work: _____

11. Would you work overtime if asked? Yes No

12. Any special training or skills (languages, machine operations, etc.)? _____

13. When would you be available to begin work? _____

14. What is your expected pay? _____

15. How did you learn of our organization? _____

16. Are you presently employed? Yes No

If so, do you foresee any problems being released from your current position? Yes No

Explain: _____

B. Educational Background

1. Post graduate universities attended:

Name of Institution: _____

Dates of attendance: _____

Subjects and hours completed: _____

GPA: _____

2. Undergraduate university or college you attended: _____

Number of years completed: _____

Course of study: _____

Graduation Date: _____ Degree Received: _____

Major: _____ Minor: _____

GPA in Major: _____ GPA in Minor: _____

Cumulative GPA: _____

3. High School which you attended: _____

Number of years completed: _____ Did you graduate: Yes No

Graduation Date: _____

4. Other Training: _____

C. Employment History:

The district may conduct background checks to verify previous employment history 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 previous employment, with the current employer being listed first and then proceeding back to your first employer. (Use additional paper if necessary)

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: _____

D. Driving Record:

This portion is only to be completed if you are applying for a position that requires that you 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: _____

E. References:

Please list references, including supervisors under whom you have worked and have first-hand knowledge of your character, personality, and work ethic.

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

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

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

F. Verification:

I verify the answers provided above are true and correct.

Applicant Signature: _____ Date: _____

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 fingerprintint 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)