

## Application for Support Position



### WARNER PUBLIC SCHOOLS

Rt. 1 Box 1240  
 Warner, OK 74469  
 (918) 463-5171

#### PERSONAL DATA

Current Date \_\_\_\_\_

Date Available for Employment \_\_\_\_\_

Last Name                      First Name                      Middle Name                      Social Security Number

Present Address: \_\_\_\_\_  
                                                                 Street                                          City                                          State                                          Zip

Telephone: \_\_\_\_\_                      Emergency Telephone: \_\_\_\_\_

#### EDUCATION

Name and address of last school attended: \_\_\_\_\_

Circle High Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12                      College: 1 2 3 4

Other: \_\_\_\_\_                      Date Graduated: \_\_\_\_\_

Date received G.E.D. Certificate: \_\_\_\_\_

#### EMPLOYMENT RECORD

Employer	Phone	Address City and State	Position	Date	
				From	To

Why do you desire to leave your present position; or, if unemployed, why did you leave your last position? \_\_\_\_\_

Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application?    Yes    No

Would you be able to perform the duties required with an accommodation?    Yes    No

If yes, as to either of the above questions, please explain. \_\_\_\_\_

Are you a citizen of the United States?    Yes    No

If you have relatives who work for Warner Public Schools, or who serves as a member of the Board of Education, please identify and list: \_\_\_\_\_

#### NOTICE TO APPLICANT

Independent School District I-74 of Muskogee County, Oklahoma does not discriminate in employment policies regarding the selection, transfer, promotion, termination, compensation, or other benefits on the basis of race, creed, national origin, color, religion, age, qualified individual with a disability, or sex; nor does the district discriminate in educational programs or activities.

*"An Equal Opportunity Employer"*

**FELONY QUESTIONNAIRE**

Have you ever:

- (a) Entered a plea of guilty or **nolo contendere** to a state or federal felony charge?  
 Yes  No
- (b) Been convicted of a state or federal felony offense?  Yes  No
- (c) 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**?  
 Yes  No
- (d) 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?  
 Yes  No

If yes to any of the above, please complete the following:

Type of Violation	Date	Place (City, State)

**ON THE FOLLOWING PAGES, PLEASE COMPLETE THE SECTION(S)  
 APPROPRIATE FOR THE POSITION(S) FOR WHICH YOU ARE APPLYING**

**CUSTODIAL**

Have you had previous custodial experience?  Yes  No

If yes, please describe: \_\_\_\_\_

Types of Experience: (Answer yes or no to each of the following categories)

Floor Waxing \_\_\_\_\_ Buffing \_\_\_\_\_ Window Cleaning \_\_\_\_\_ Carpet Cleaning \_\_\_\_\_

Delivery \_\_\_\_\_ Truck/Bus Driving \_\_\_\_\_ Light Maintenance Work \_\_\_\_\_

Do you hold a current Oklahoma Driver's License?  Yes  No

Do you hold a current CDL?  Yes  No. If yes please list your approved areas:  
 \_\_\_\_\_

Hours Available: Day shift  Yes  No Part time  Yes  No

**MAINTENANCE**

Types of Experience: (Answer yes or no to each of the following categories)

Carpentry \_\_\_\_\_ Masonry \_\_\_\_\_ Plumbing \_\_\_\_\_ Electrical \_\_\_\_\_ Painting \_\_\_\_\_

Heating/Air Conditioning \_\_\_\_\_ Locksmith \_\_\_\_\_ Welding \_\_\_\_\_ Other \_\_\_\_\_

Please describe any special training or experience you have received in any of the above:  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you hold a current Oklahoma Driver's License?  Yes  No

Do you hold a current CDL?  Yes  No. If yes please list your approved areas:  
 \_\_\_\_\_

Hours Available: Day shift  Yes  No Part time  Yes  No

**GROUNDS KEEPER**

Types of experience: (Answer yes or no to each of the following categories)

Lawn Maintenance\_\_\_\_ Tree/Shrub Trimming\_\_\_\_ Landscaping\_\_\_\_

Can you operate any of the following? (Answer yes or no to each of the following categories)

Tractor\_\_\_\_ Box Blade\_\_\_\_ Mowers\_\_\_\_ Power Edgers\_\_\_\_ Chain Saws\_\_\_\_

Weed Eater\_\_\_\_ Other\_\_\_\_\_

Please describe any special training or experience you have received in any of the above:

\_\_\_\_\_  
\_\_\_\_\_

**TRANSPORTATION (BUS DRIVER OR MECHANIC)**

What special training or experience have you received that would qualify you for the position? \_\_\_\_\_  
\_\_\_\_\_

Do you own you own tools? \_\_\_\_Yes \_\_\_\_No

Do you hold a current Oklahoma Driver's License? \_\_\_\_Yes \_\_\_\_No

Do you hold a current CDL? \_\_\_\_Yes \_\_\_\_No. If yes please list your approved areas:  
\_\_\_\_\_

Hours Available: Day shift \_\_\_\_Yes \_\_\_\_No Part time \_\_\_\_Yes \_\_\_\_No

**TEACHER'S ASSISTANT**

Have you had experience in a school setting? \_\_\_\_Yes \_\_\_\_No

Have you had experience or training in working with handicapped children? \_\_Yes \_\_No

Describe you experience working with children: \_\_\_\_\_  
\_\_\_\_\_

What level do you prefer? \_\_\_\_Preschool \_\_\_\_Elementary \_\_\_\_High School

What other skills do you have that would be beneficial in this position? \_\_\_\_\_  
\_\_\_\_\_

**SECRETARY**

Types of experience: (Answer yes or no to each of the following categories)

Shorthand\_\_\_\_\_ (WPM\_\_\_\_\_ )      Filing\_\_\_\_\_      Ten Key Adding Machine\_\_\_\_\_

Electric Typewriter\_\_\_\_\_ (WPM\_\_\_\_\_)

Computer Experience:

Word Processing\_\_\_\_\_      Program(s) Used\_\_\_\_\_

Spreadsheet\_\_\_\_\_      Program(s) Used\_\_\_\_\_

Data Base\_\_\_\_\_      Program(s) Used\_\_\_\_\_

Other\_\_\_\_\_      List Software Used\_\_\_\_\_

Have you had experience in a school setting?    \_\_\_ Yes    \_\_\_ No. If yes, please describe your experience: \_\_\_\_\_

List any special training, experience or strengths you have that you feel qualify you for a secretarial position: \_\_\_\_\_

**FOOD SERVICE**

Types of experience: (Answer yes or no to each of the following categories)

Baking\_\_\_\_\_      Salad/Vegetable Preparation\_\_\_\_\_      Main Dish Preparation\_\_\_\_\_

Cashier\_\_\_\_\_      Dish Washing\_\_\_\_\_      Managerial Experience\_\_\_\_\_

Do you have a Muskogee County Food Handlers Card?    \_\_\_ Yes    \_\_\_ No

Describe any special training or experience you have received in any of the above areas: \_\_\_\_\_

Hours Available: Day shift    \_\_\_ Yes    \_\_\_ No      Part time    \_\_\_ Yes    \_\_\_ No

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of the application or termination of employment. Further more, it is understood that this application and records become the property of the District which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District.

I understand that the application will remain active for one year after its completion and that I must notify the District if I wish to be considered beyond that period. All persons, firms, and entities, listed in this application are hereby authorized to release any information or records concerning me to the District and are released by me from any liability as a result of furnishing records and information.

\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

Applicants Signature