

CLERICAL APPLICATION FORM

Page 1 of 2

Holdenville Public Schools
210 Grimes Street Holdenville, OK 74848 Phone 405.379.5483

Date: _____ Position Desired: _____

Full Name: _____

Full Mailing Address: _____

Social Security Number: _____ Birth Date: _____ Telephone Number: _____

Are you a US citizen? Yes No Are you a legal resident? Yes No

If needed, please supply any additional information that is necessary concerning your citizenship.

EMPLOYMENT HISTORY: Begin with most recent position

From: (Date) _____ To: _____ Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Duties: _____ Salary: (Gross) _____

Reason for leaving: _____

From: (Date) _____ To: _____ Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Duties: _____ Salary: (Gross) _____

Reason for leaving: _____

MILITARY HISTORY

Dates: From: _____ To: _____ Branch: _____

Dates: From: _____ To: _____ Branch: _____

Basis of Separation: Honorable Discharge Dishonorable Discharge

EDUCATION:

High School: _____ Highest Grade Completed: _____

Name of College: _____

Highest Grade Completed or Degree Earned: _____

Include Any Additional Information: _____

Are you related to any present school employee? Yes No

List name of person and relationship: _____

Have you ever been convicted of a felony or misdemeanor involving a crime with a child?

Yes No

If Yes, Please Explain: _____

Do you have a physical disability or handicap that might prevent you from performing the duties of the position for which you are applying?

Yes No

If Yes, Please Explain: _____

Have you attended bus driver's school?

Yes No Please list certificate number: _____

Do you have a Commercial Driver License?

Yes No

If Yes, Please list the Commercial Driver's License Number: _____

All information contained in the above application is accurate. I give my permission for Holdenville Public Schools to discuss all information concerning my employment history with previous employers and potential employers.

Signature of Applicant: _____ Date: _____

The Holdenville School District 32 I-35 hereby gives notice that they do not discriminate on the basis of race, color, national origin, sex, veteran or qualified handicap in the educational programs or activities they operate.

The school district complies with federal and state regulations for implementing Title VI, Title IX and Section 504. Non-discrimination is practiced both in employment and in admission of students to school programs. Students or employees who have complaints of discrimination based on race, color, national origin, sex, veteran or qualified handicap should direct them to the official assigned to investigate such allegations.

Personnel Officer, 210 Grimes, Holdenville, OK74848. Phone: (405) 379-5483 Fax: (405) 379-5874