

**McALESTER PUBLIC SCHOOLS**  
**McAlester, Oklahoma**

**APPLICATION FOR SCHOOL SECRETARY & TEACHER ASSISTANT**

I am applying for: \_\_\_\_\_ Secretary \_\_\_\_\_ Teacher Assistant

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street/Box No.) (City) (State) (Zip)

Graduate of: \_\_\_\_\_ High School. When \_\_\_\_\_

College(s) attended: (Please attach a copy of college transcript)

\_\_\_\_\_ Major \_\_\_\_\_ Hrs. Completed \_\_\_\_\_ When \_\_\_\_\_

\_\_\_\_\_ Major \_\_\_\_\_ Hrs. Completed \_\_\_\_\_ When \_\_\_\_\_

Typing: \_\_\_\_\_  
(wpm)

Computers: \_\_\_\_\_  
(Types - IBM, Apple, Other PC, Inc.)

Software Programs \_\_\_\_\_

What training or experience do you have in typing and computer applications? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you willing to do substitute work in case steady work is not presently available?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to work any hours assigned? Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", please indicate exceptions \_\_\_\_\_

Are you retired from the Oklahoma Teachers Retirement System?

Yes \_\_\_\_\_ No \_\_\_\_\_

## Work experience:

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Employer Name	Address	Zip Code
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Kind of Business	Dates Employed: From	To
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Describe your duties

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Name and job title of supervisor	Your reason for leaving
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Employer Name	Address	Zip Code
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Kind of Business	Dates Employed: From	To
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Describe your duties

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Name and job title of supervisor	Your reason for leaving
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Employer Name	Address	Zip Code
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Kind of Business	Dates Employed: From	To
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Describe your duties

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Name and job title of supervisor	Your reason for leaving
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Employer Name	Address	Zip Code
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Kind of Business	Dates Employed: From	To
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Describe your duties

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Name and job title of supervisor	Your reason for leaving
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**References:** (List former employers or people who know about your work experience.  
Do not list Relatives)

Name	Mailing Address	Telephone Number

Have you ever been dismissed from employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, provide details: \_\_\_\_\_  
\_\_\_\_\_

## CRIMINAL ACTIVITIES

The district has a duty to teach students proper citizenship and respect for the law, and teachers have an obligation to serve as role models for students. Because the district teaches students about the dangers of chemical abuse and because the district is entrusted with the supervision of minors, the district cannot have employees performing duties while under the influence of dangerous substances or substances which adversely affect reaction time and good judgment.

Information concerning past illegal acts will be considered along with the time of the offense, the seriousness and nature of the violation, any rehabilitations and your subsequent employment history.

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, provide details: \_\_\_\_\_

Have you ever been convicted of a criminal offense involving illegal drugs?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, provide details: \_\_\_\_\_

Have you ever been convicted of a criminal offense involving illegal use of alcohol?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, provide details: \_\_\_\_\_

Have you ever been convicted of a criminal offense involving minors?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, provide details: \_\_\_\_\_

Have you ever been tested positive on an alcohol or controlled substance test?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, provide details: \_\_\_\_\_

Have you refused within the last two years to be alcohol or controlled substance tested? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, provide details: \_\_\_\_\_

## DRIVING RECORD

Has your driver license been suspended within the last 5 years? Yes \_\_\_\_\_ No \_\_\_\_\_

What was the reason for the suspension, and when was it reinstated? \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of driving under the influence of drugs or alcohol?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, provide details: \_\_\_\_\_

\_\_\_\_\_

It is the policy of the McAlester Board of Education to provide equal opportunity in all its operations and in all areas of employment practice and to assure that there shall be no discrimination against any employee or applicant on the grounds of age, race, religion, sex, color, national origin, ancestry, or handicapping conditions.

This application will serve as your request to add your name to our list of applicants. The acceptance of an application is not a promise of employment.

I understand that my application will remain active for one year after receipt and that I must notify the Superintendent's office, in writing, if I desire to be considered beyond that period of time.

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 from defamation, regardless of what said prior 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.

I agree to take a physical examination at district expense if requested.

I do hereby certify that to the best of my knowledge and belief all of the facts and statements contained in this application are correct and true. I understand that if I am employed, falsified statements on this application shall be considered sufficient grounds for dismissal.

I understand that if I am employed by the McAlester Public Schools, and find that I want to resign, that I am required to give ten (10) working days notice in writing before leaving, and I will abide by this regulation.

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Signature of Applicant

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Date

Please attach a copy of your high school and college transcript or para-pro test results.

Send application to:

Mr. Randy Hughes  
Superintendent  
McAlester Public Schools  
P. O. Box 1027  
McAlester, Oklahoma 74502-1027

**McALESTER PUBLIC SCHOOLS  
OPTIONAL INFORMATION**

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Providing the following information is optional; the data requested will assist the school district with record keeping and reporting requirements; the information will not be used for discriminatory purposes, and will not be a part of the official employment application.

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Please check all that apply:

**Ethnicity:** \_\_\_\_\_ **Hispanic/Latino** (A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture origin, regardless of race.)

**Race:** \_\_\_\_\_ **Black or African American** (A person having origins in any of the black racial groups of Africa.)

\_\_\_\_\_ **American Indian or Alaskan Indian** (A person having origins in any of the original peoples of North and South America) including Central and who maintains tribal affiliation or community attachment.)

\_\_\_\_\_ **Asian or Pacific Islander** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

\_\_\_\_\_ **White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

\_\_\_\_\_ **Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)