

(To Be Completed By Personnel Staff)	A B C D E F G Section(s) Completed	Reference Checked	Interview Completed	Interview Code
ADA CITY SCHOOLS P. O. Box 1359 Ada, Oklahoma 74820 "AN EQUAL OPPORTUNITY EMPLOYER"				
SUPPORT EMPLOYEE APPLICATION				
PERSONAL DATA (Please Type or Print in Blue Or Black Ink)				DATE _____ 20__
NAME _____				
	LAST NAME	FIRST NAME	MIDDLE NAME	
PRESENT ADDRESS _____				
	NO. & STREET	CITY	STATE	ZIP
TELEPHONE (A.C.) _____				
ARE YOU OVER THE AGE OF 18? _____ YES _____ NO SOCIAL SECURITY NUMBER _____				
Do you have any physical impairments or chronic ailments that would prevent you from performing in the position for which you are making application? _____ YES _____ NO.				
ARE YOU A CITIZEN OF THE U.S. ? _____ YES _____ NO IF NO DO YOU INTEND TO BECOME A CITIZEN? _____ YES _____ NO				
HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ YES _____ NO (IF YES EXPLAIN)				
I Understand that a felony record search may be requested from the Oklahoma State Bureau of Investigation based on my name and or fingerprint _____ YES.				
DO YOU HAVE RELATIVES WORKING FOR THE ADA SCHOOLS? _____ YES _____ NO				
NAME _____ POSITION _____ RELATIONSHIP _____				
PERSONAL AND BUSINESS REFERENCES: (Do not list relatives)				
Name	Address	Phone	Occupation	Years Known
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
I hereby affirm that all information given in this application is true and complete to the best of my knowledge.				
_____ Signature			_____ Date	
It is the policy of Ada City Schools to assure that there shall be no discrimination against any applicant on the grounds of age, race, color, religion, sex, national origin, or ancestry.				

B MAINTENANCE

Experience: (Please check)

Carpentry _____ Masonry _____ Plumbing _____ Electrical _____ Painting _____

Heating/Air Conditioning _____ Welding _____ Other (Specify) _____

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

Do you hold a License or Rating Card in any of the above skills? _____

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

Chauffeur's License? _____ Yes _____ No

Hours Available: Day Shift _____ Evening Shift _____ Part Time _____

C GROUNDSKEEPING

Experience: Lawn Maintenance _____ Tree/Shrub Trimming _____ Landscaping _____

Can you operate any of the following? (Please check)

Backhoe _____ Tractor _____ Box Blade _____ Mowers _____ Powered Edgers _____

Chainsaws _____ Dump Truck _____ Other (Specify) _____

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

D TRANSPORTATION (BUS MECHANIC)

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

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

Chauffeur's License? _____ Yes _____ No

EMPLOYMENT RECORD: (List most recent employers)

Years From	To	Company Name and Address	Position Held	Salary	Reason For Leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

EDUCATION:

Name and Address Last School Attended _____

Circle Highest Grade Completed:

Date Graduated _____

Grade: 1 2 3 4 5 6 7 8 9 10 11 12

School _____

College: 1 2 3 4

Date Received G.E.D. Certificate _____

Other: _____

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

A CUSTODIAL AND WAREHOUSE

Have you had previous custodial or warehouse experience? Yes No

If yes, please describe: _____

Experience:

Floor waxing _____ Buffing _____ Window Cleaning _____ Carpet Cleaning _____

Delivery _____ Fork Lift Operator _____ Truck Driving _____

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

Chauffeur's License? Yes No

Do you have any physical impairments that would prevent you from lifting? Yes No

(If yes, explain) _____

Hours Available:

Day Shift _____ Evening Shift _____ Part-time _____

E TEACHER'S ASSISTANT

Experience: (Please check)

Computer Experience _____ Copy Machine Operator _____ Laminator _____

Have you had experience in a school setting? _____ Yes _____ No

(Please explain; volunteer, substitute or full time employment) _____

What level do you prefer? Elementary _____ Junior High _____ High School _____

F TEACHER'S ASSISTANT / BUS ASSISTANT (paraprofessional)

Have you had experience or training in working with children with disabilities? _____ Yes No _____

If yes, explain: _____

Why are you interested in working with children with disabilities? _____

Would you be willing to observe a class for children with disabilities before employment? _____ Yes _____ No

What level do you prefer? Preschool _____ Elementary _____ Junior High _____ High School _____ Bus _____

G SECRETARY

Experience: (please check)

Computer Experience _____ PC(Windows) _____ Macintosh _____ Computer Data Entry & Retrieval _____

Computer Word Processing _____ Computer Spreadsheet _____ Data Base _____ List computer software you
are familiar with or proficient in : _____

Filing _____ Copier _____ Ten Key Adding Machine _____ Postage Machine _____

List special training, experience or strengths you have that you feel qualify you for a secretarial position. _____

Hours Available: 12 month _____ 10 month _____ Part-Time _____