

(To Be Completed By Personnel Staff)	A B C D E F G Section(s) Completed	Reference Checked	Interview Completed	Interview Code
<b>ADA CITY SCHOOLS</b> P. O. Box 1359 Ada, Oklahoma 74820  <i>"AN EQUAL OPPORTUNITY EMPLOYER"</i>				
<b>PROFESSIONAL EMPLOYMENT APPLICATION</b>				
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) _____				
SOCIAL SECURITY NUMBER _____				
<b>MILITARY STATUS</b>	HAVE YOU SERVED IN THE U. S. ARMED FORCES? ___ YES ___ NO			ACTIVE DUTY From _____ To _____
POSITION FOR WHICH APPLYING (Please list subjects, grades in order of preference)				
Elementary School (Grades K-6)	Grade (List at least three choices)		Junior High (Grades 7-9)	(List only subjects for which certified and number of hours in each subject)
High School (Grades 10-12)	( List only subjects for which certified and number of hours in each subject)		(Administrative Supervisory, Psychometrist, Counselor other)	
Complete the following questions:				
1. Do you possess a valid Oklahoma teaching certificate? ___ Yes ___ No Or license ___ Yes ___ No				
Please indicate the type of certificates you hold. Life ___ Standard ___ Provisional ___ License ___				
Teacher No. _____				
Please indicate the (field)s for which your certificate/license is valid. _____				
expiration date of certificate Month ___ Day ___ Year ___				
2. Are you currently certified in another state(s)? ___ Yes ___ No				
Where? _____ Type? _____ Field? _____				
3. Are you currently under contract? ___ Yes ___ No				
Where? _____				
4. Why do you wish to leave your present position? _____				
5. When are you available to report? _____				
Mo. Day Year				
6. Have you ever been convicted of a felony? ___ Yes ___ No				
If Yes, give details: _____				
_____				
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.				

ACADEMIC PREPARATION			Attended	Degree Rec.	Date
			From	To	
High School	City and State				
College or University (undergraduate)	City and State				
College or University (graduate study)	City and State				
Other	City and State				
Other	City and State				
Major Area (undergraduate)	Minor Area (18 or more hrs) (undergraduate)	Major Area (graduate)	Minor Area (graduate)		

TEACHING EXPERIENCE (Place student teaching on first line)					From	To
School and System	City and State	Grade(s) or Subject(s)	No. of hours per day	Mo. Year	Mo. Year	

RELATED WORK EXPERIENCE (List only positions directly related to teaching, teaching area, or youth work.)				
Employer	City and State	Position	From	To

PROFESSIONAL REFERENCES (List only those persons who are qualified to evaluate your qualifications for positions sought. Include principals/superintendents of systems where experience was gained. References must have complete names, addresses and zip codes.)			
Name	Title	School, School System or College	Address — Street, City, State, Zip
Mentor Teacher (Complete if licensed teacher)			
College Supervisor (Complete if licensed teacher)			
Other			
Other			
Other			

**Please respond to the statements below as briefly, but as thoroughly, as possible. Your personal views are very important. (Relate each statement to the particular position for which you are applying. Administrative candidates should complete an attached supplemental questionnaire.)**

1. Describe what you feel are the most effective techniques or styles of teaching. (Relate to your field.)

2. Describe what you feel are the most effective techniques of student and classroom management.

3. State your position concerning the involvement of teachers in supervision and responsibility outside of the classroom.

4. In order of priority, list the five (5) most important characteristics of an outstanding teacher. (Relate to your field.)

5. Write additional information which you believe will be helpful in arriving at a true estimate of your qualifications.

**OTHER INFORMATION**

Please list any activities or clubs which you would be interested in sponsoring

Other

Other

Other

If available, please attach a copy of all transcripts, an updated resume and teacher certificate/license.

"It is the fundamental policy of the Ada City School System to provide equal opportunity in all of 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 basis of age, race, color, religion, sex, national origin or ancestry."

I hereby affirm that all information given in this application is true and complete to the best of my knowledge.

Date

Signature

**SEND TO:** Personnel Services  
Ada City Schools  
P.O. Box 1359  
Ada, Oklahoma 74820

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First Interview by:	Date	Comments
Second Interview by:	Date	Comments