

**Catoosa Public Schools
Personnel
2000 S. Cherokee
Catoosa, OK 74015
(918) 266-8603**

**Certified Personnel
Application for Instructional Staff Position**

All applicants for teaching, counseling, or administrative positions at Catoosa Public Schools must complete this application. An application is incomplete unless accompanied by a complete transcript and a photocopy of an Oklahoma Certification.

Date _____ S.S.N. _____

Name _____

Address _____

Certificate No. _____ Expiration Date _____

Home Phone Number _____

Work Phone Number _____

Name and Phone Number of a person who can usually reach you

Position Applied For:

Early Childhood (K-2nd)

Elementary (1st-3rd)

Elementary (4th & 5th)

Jr. High (6th-8th)

Subjects _____

High School (9th-12th)

Subjects _____

Administrator

Elementary

Secondary

Counselor

Library-Media

Special Education

Field

 Other

Evidence of Professional and Educational Leadership

Professional Organizations _____

What Professional Journals have you read during the past year? _____

What Professional Journals do you consider most helpful in your teaching field? _____

What professional conferences or education association meetings have you attended in the last two school years? _____

Areas of Certification (Check Appropriate Lines)

1000 ELEMENTARY

1000 Early Childhood

1501 Elem. Education

2000 ELEM./SEC. EDUCATION

2001 Art

2075 Art-Jr. High

2003 French

2005 German

2007 Latin

2011 Spanish

2080 Foreign Lang. Jr. High

2013 Music/Instr.

2014 Music Theory

2015 Music/Vocal

2085 Music Jr. High

2017 Health

2019 Physical Ed./Health

2090 Physical Ed. Jr. High

2021 Reading Specialist

2500 SPECIAL EDUCATION

2501 Emotionally Disturbed

2503 Hearing Impaired

2505 Learning Disability

2507 Mentally Handicap

Physical Handicap

2511 Visually Impaired

SECONDARY EDUCATION

3000 AGRICULTURE

3001 Agriculture-General

3500 BUSINESS

3501 Accounting

3503 Business English

3505 Business Law

3507 Business Machines

3509 Business Math

3511 Career/Occup. Infor.

3513 Comp In Bus/Info Pr.

3515 Economics

3517 Finance

3519 General Business

3521 Management

3523 Marketing

3525 Office Proc/Mgmt.

3527 Shorthand

3529 Typewriting

4000 LANGUAGE ARTS

4001 American Lit.

4003 English Lit.

4005 Grammar & Comp.

4007 Journalism

4009 Library Science

4011 Newspaper

4013 Speech & Drama

4015 World Lit.

4017 Yearbook

4075 Lang. Arts Jr. High

4500 HOME ECONOMICS

4501 Home Economics/Gen.

4503 Adult/Family Living

4505 Career Education

4507 Child Dev./Parent Ed.

4509 Consumer Education

4511 Nutrition Education

4513 Textiles/Clothing

5000 INDUSTRIAL ARTS

5001 Drafting Tech.

5003 Electric/Electronics

5005 Gen. Industrial Arts

5007 Graphics

5009 Metal Technology

5011 Power Technology

5013 Wood Technology

5500 MATHEMATICS

5501 Algebra

5503 Analysis

5505 Calculus

5507 Computer Sci/App

5509 General Mathematics

5511 Geometry

5513 Linear Algebra

5517 Trigonometry

5575 Math Jr. High

6000 SCIENCE

6001 Anatomy/Physiology

6003 Biology

6005 Botany

6006 Chemistry

6007 Computer Application

6009 Earth Science

6011 General Science

6013 Physical Science

6015 Physics

6017 Zoology

6075 Science Jr. High

6500 SOCIAL STUDIES

6501 American History
 6503 Ancient/Med. History
 6505 Black History
 6507 Conservation of Nat. Res.
 6509 Democracy
 6511 Economics
 6513 Geography
 6515 International Prob.
 6517 Oklahoma History
 6519 Sociology/Anthrax.
 6521 U.S. Government
 6523 World History
 6575 Social Studies Jr. High
0500 PROF. SCHOOL SERVICES
 0501 Superintendent
 0503 Secondary Principal
 0505 Elementary Principal
 0507 Vocational Administration

0509 Audio Visual Special
 0511 Census & Attendance
 0513 Librarian
 0515 Library Media Specialist
 0517 Psychologist
 0519 Psychometrist
 0521 Speech-Lang. Pathology
 0523 Speech Pathologist
 0525 School Counselor
 0527 Teacher Counselor
 0529 Visiting Counselor
7000 SPECIALIZED SERVICES
 7001 Occupational Therapy
 7003 Physical Therapy
 7005 School Nurse
7500 INDUSTRIAL ARTS
 7501 DE/Marketing
 7503 Occup. Agriculture

7505 Occup. Home Economics
 7507 Technical Education
 7509 Trade/Indus. Ed.
 7511 Voc. Agriculture
 7513 Voc. Business/Office
 7515 Voc. Health Occup.
 7517 Voc. Home Economics
8000 SPECIAL ENDORSEMENTS
 8001 Aeronautics
 8003 Athletic Coaching
 8005 Bilingual/Multicult.
 8007 Computer Science
 8009 Driver/Safety Ed.
 8011 English-Second Language
 8013 Psychology
 8015 ROTC

Type:

1. Major
2. Minor
3. Cert. End.
4. Conv. End.
5. Special End.

Level:

- 90 N-K
- 91 N-2
- 92 N-12
- 93 K-8
- 94 K-12
- 95 7-8 Endors.
- 96 7-12
- 97 9-12
- 99 All

065 Class:

- P - Professional
- S - Standard
- A - Prov. I
- B - Prov. II
- C - Prov. I-Voc
- D - Prov. II-Voc
- E - Emergency
- L - License

Degree

- 7 - Doctorate
- 6 - Ed. Specialist
- 5 - Masters
- 4 - Bachelors
- 3 - Associate
- 2 - Other

REFERENCES: List name of four references capable of giving information about your teaching and preparation for teaching. List at least one administrator for each of your teaching positions.

Full name of Reference	Position	School Name and Address	Phone

HIGH SCHOOL

High School Attended	Mailing Address	Year Graduated

HIGHER EDUCATION

College or University Attended	Dates of Attendance	Major Field of Study	Minor Field of Study	Type of Degree	Year Earned

STUDENT TEACHING

Date _____ Name of School _____ Address _____
 Supervisor/Principal _____ Grade/Subject Taught _____

EXTRA CURRICULAR ACTIVITIES YOU CAN DIRECT:

Yearbook Newspaper Cheerleading Coaching Other

TEACHING EXPERIENCE

From	To	Number of Years	Name and Address of School	Principal or Supervisor	Grade or Subject Taught

NON-TEACHING EXPERIENCE

Start Date	End Date	Employer	Address	Kind of Work

Are you willing to accept any assignment for the good of the school system, attend meetings or participate in other activities outside of school hours or Saturday mornings? _____

Have you ever failed to be reemployed? _____ Where? _____

If so, state reasons _____

Why do you wish to leave your present position? _____

On what date will you be available if offered employment at Catoosa? _____

Have you ever:	Yes	No
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? <i>(This question includes criminal cases involving a "deferred sentence", "deferred judgement" and any "expunge of the records")</i>		
Been convicted of a state (any state) or federal felony offense?		
Been charged with a state (any state) or federal felony offense, which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? <i>(This question includes criminal cases involving a "deferred sentence", "deferred judgement" and any "expunge of the records")</i>		
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substance or illegal sexual activity? <i>(This question includes criminal cases involving a "deferred sentence", "deferred judgement" and any "expunge of the records")</i>		
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?		
Been required to register as a sex offender under the Oklahoma Sex Offender Registration Act or under similar laws in another state?		

Please state why you would like to teach at Catoosa Public Schools.

I understand that my application will remain active for one year and that I should notify Catoosa Schools, in writing, 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 personnel department of Catoosa Public Schools and I hereby release said persons, firms, and entities from any liability as a result to the furnishing of such records and information.

I certify to the best of my knowledge the facts set forth in my application are accurate and complete. I understand that falsifying information on this application will result in non employment or, after employment, discharge.

Signature of Applicant _____ Date _____

Notice to Applicant

The Catoosa Public School District is an Equal Opportunity employer. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training and apprenticeship, and all other terms, conditions,

benefits and privileges associated with employment. This policy also extends to the education program and activities operated by the district.

**CATOOSA PUBLIC SCHOOLS
CRIMINAL BACKGROUND CHECK RELEASE**

As a prospective employee/volunteer of Catoosa Public Schools, I understand that a record check will be conducted, and that the existence of a criminal record could affect my employment/volunteer status.

PLEASE PROVIDE ALL INFORMATION

Last Name: _____ First Name: _____ MI: _____

Maiden Name if applicable: _____

Date of Birth: _____ Social Security Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

_____ Record Attached

_____ No Record

Date: _____