

EDUCATION IS OUR BUSINESS

WAGONER PUBLIC SCHOOLS

308 Northeast 2<sup>nd</sup> Street  
Wagoner, OK 74467  
(918) 485-4046

CERTIFIED PERSONNEL APPLICATION

Please furnish all information requested on this application;  
do not refer to other sources.

Date of application: \_\_\_\_\_ Date available: \_\_\_\_\_ SS Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip

Permanent Address: \_\_\_\_\_  
Street City State Zip

If P.O. Box, List Physical Address: \_\_\_\_\_  
Street City State Zip

Position Desired

Position Desired		
1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice

INFORMATION FOR APPLICANT

**1. Minimum Requirements for Employment:**

A. Bachelor's Degree in education or a Master's Degree for administrator positions from an accredited college or university, an Oklahoma teaching certificate.

**2. Application:**

Applications are kept on file for one school year.

**3. Certification:**

A valid Oklahoma Teaching Certificate in the field of preparation, issued by the Oklahoma State Board of Education must be on file in the Superintendent's office.

**4. Retirement:**

Each employee must complete the Teacher Retirement Form. TRS 1-A (Rev)

**5. Employment Papers:**

The Loyalty oath and Withholding Tax Forms are to be completed before the employee reports to his/her assignment.

**6. Interviews:**

Interviews will be scheduled through the Superintendent's office.

**7. Salary Schedule:**

Teachers are placed on the salary schedule according to their training and experience in accordance with district policy.

**8. Transcripts:**

A complete transcript of college or university credit hours should be included with the application. Those signing contracts will need an additional official copy of their transcript on file.

**Return this application to:**

Office of the Superintendent  
Wagoner Public Schools  
308 Northeast 2<sup>nd</sup> Street  
Wagoner, OK 74467  
(918) 485-4046 Fax: (918) 485-8710

AN EQUAL OPPORTUNITY EMPLOYER

This district does not discriminate against any applicant, employee, or student on the basis of race, color, creed, national origin, sex, disability, veteran status, age, or religion.





Have you ever:

- a.) Entered a plea of guilty or nolo contendere to a state or federal felony charge?  
\_\_\_\_\_Yes    \_\_\_\_\_No
  
- b.) Been convicted of a state or federal felony offense?  
\_\_\_\_\_Yes    \_\_\_\_\_No
  
- c.) Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?  
\_\_\_\_\_Yes    \_\_\_\_\_No
  
- d.) Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?  
\_\_\_\_\_Yes    \_\_\_\_\_No

If yes to any of the above, please complete the following:

Type of Violation	Date	Place (City, State)

Why do you desire to leave your present position, or why did you leave your last position?  
(Questions do not apply to those graduating this year.)\_\_\_\_\_

\_\_\_\_\_

Have you ever been involuntarily terminated or asked to resign from the employment of another school district?  
\_\_\_\_\_Yes    \_\_\_\_\_No  
(If yes, please give the name of the district, the date, and the reason for the termination.)

\_\_\_\_\_

\_\_\_\_\_

Are you aware of any reason you would not be able to perform the duties of the position for which you are making the application? \_\_\_\_\_Yes    \_\_\_\_\_No

(If yes, please explain).\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Name	Title	Address and Telephone (Including zip and area code)	Dates acquainted with your work

Pursuant to OKLA. STAT. tit. 40, sec. 61, I give my consent for the persons, firms and entities listed above to provide information or records to the Wagoner School District concerning my job performance, and I hereby release said persons, firms and entities from any liability as a result of the furnishing of such record and information.

\_\_\_\_\_  
Signature of Applicant