

TIMBERLAKE PUBLIC SCHOOLS
NON-CERTIFIED EMPLOYMENT APPLICATION

GENERAL INSTRUCTIONS

Please complete the application thoroughly. Resumes may be attached to the application, but will not be accepted for a completed application. Please attach supplementary sheets with additional information, if needed.

Section I. DATA

Name _____
Last First Middle

Other names used: _____ E-mail address: _____

Present address _____
Street City State Zip Code

Home Phone: _____ Cell Phone _____

Business Phone: _____ May we contact your work? _____

Application for employment: Part-time _____ Full-time _____ Date available for employment, if hired _____

Part-time applicants list hours available for work _____

For what position are you applying? _____

Has your employment been terminated or have you been asked to resign from a position? _____

Have you been convicted of a felony? _____ If yes, date of felony _____

If you answered yes to either of the two previous questions, explain in detail. Attach a separate sheet, if necessary.

Section II. EDUCATION AND TRAINING

Name & Location of School	Did you graduate? List degree or diploma earned or number of hours completed.	Year degree, diploma or hours received.	Number of years attended	Major subjects
High School/ G.E.D				
College or University (Undergrad)				
Other Training				

Section III. SKILLS

Check the type(s) of work in which you have had experience or training. Please check only those that relate to the job for which you are applying. Please list additional skills on a separate sheet.

<u>Carpenter</u>	<u>Book keeping</u>	<u>Custodian</u>	<u>Calculator</u>	<u>Shorthand</u>
<u>Basic Computer</u>	<u>Cash Register</u>	<u>Typing</u>	<u>Acct. Payable</u>	<u>Hum. Resources</u>
<u>MS Word</u>	<u>MS Excel</u>	<u>MS Publisher</u>	<u>Emp. Insurance</u>	<u>Emp. Management</u>
<u>Mechanic</u>	<u>Poise</u>	<u>Painter</u>	<u>Heat/A/C</u>	<u>Security Guard</u>
<u>Plumber</u>	<u>Plasterer</u>	<u>Equip. Operator</u>	<u>Cooking</u>	<u>Electrician</u>

Section IV. WORK EXPERIENCE

Begin with current or most recent employment.

Name and Address of Employer	Duties or Titles	From: To:	Mo/Yr Mo/Yr	
<u>Supervisor</u>				Reason for Leaving: Salary:
<u>Supervisor</u>				Reason for Leaving: Salary:
<u>Supervisor</u>				Reason for Leaving: Salary:
<u>Supervisor</u>				Reason for Leaving: Salary:
<u>Supervisor</u>				Reason for Leaving: Salary:

Section V. REFERENCES

Please list three references. Do not list relatives. Please list immediate supervisor for whom you have worked or persons who have accurate knowledge of your work experience. If not work experience, please list character references.

Name:
Title:
Business Address:
Supervisor's Phone:
Supervisor's Email

Name:
Title:
Business Address:
Supervisor's Phone:
Supervisor's Email

Name:
Title:
Business Address:
Supervisor's Phone:
Supervisor's Email

Name:
Title:
Business Address:
Supervisor's Phone:
Supervisor's Email:

I give my permission for a reference/background check, and I understand that consideration for employment may be contingent on the results of this check. The reference/background check is performed by Timberlake Public Schools employees to investigate the truthfulness of the statements on the application by contacting former employers, listed references, and other individuals who can verify information. The results may be discussed with other TPS employees involved with the hiring process.

The information stated on this application is true. I am not aware of purposeful omissions or false statements. I understand that falsifying information may cause disqualification or dismissal from employment, if hired. I understand that unless this application is completed in detail it will not be considered, I agree to furnish, at my expense, the results of a recent (less than 30 days) physical examination if required by the employing department supervisor. If employed I agree to furnish additional information (photograph, age, race, etc.) as required by governing agencies. If hired, I agree to adhere to the rules and regulations of TIMBERLAKE PUBLIC SCHOOLS, and understand that my employment and compensation can be terminated at the option of either TIMBERLAKE PUBLIC SCHOOLS or the employee.

Date: _____ Signature of Applicant _____

Mail application to: Timberlake Public Schools
Po Box 287
Helena, Ok. 73741
FAX: 580.852.3280

INTERVIEWS BY APPOINTMENT ONLY