



# MERRITT PUBLIC SCHOOLS

## Support Employment Application

Substitute	'	Custodian	'
Clerical	'	Bus Driver	'
Aide	'	Maintenance	'

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First MI*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Merritt School District does not discriminate on the basis of race, color, religion, gender, national origin, age, marital or veteran status or disability.

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position held: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position held: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position held: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## Disclaimer and Signature

Pursuant to Oklahoma State Statute Title 70 5-142, Merritt Public Schools may conduct a State search on all newly employed persons in the district.

I understand that this application will remain active for the current school year only and that I must notify the district, in writing, if I wish to be considered beyond that period.

I authorize investigation of all statements contained in this application. I understand misrepresentation or omission of facts called for is cause for dismissal without notice at any time during my employment.

I agree, if employed, to follow all rules and regulations of the district.

**Substitutes Only- I have read and understand the Substitute Guidelines**

I understand that the Board of Education may require a health certificate from a physician and further understand and agree that the physical will be at my expense.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SUBSTITUTE GUIDELINES**

1. Be at school by 8:00 a.m. (We understand last minute calls)
2. Dress appropriately per school guidelines. Low cut tops, short skirts, ripped or faded jeans and facial piercings are not permitted.
3. You must sign substitute form in Joanie's office before you leave.
4. Sub packets, badges and keys should be picked up and returned to building secretary each day.
5. Be professional. NO gossiping.
6. Do not take pictures or videos of students. Do not allow students to take pictures or videos unless specifically listed in teacher's lesson plan.
7. No social media while you are subbing.
8. Follow the teacher's instructions to the best of your ability.
9. Keep students in classroom at all times.
10. In elementary, do not send PK-4<sup>th</sup> grade students to the gym, library or high school without an adult.
11. You must follow our confidentiality policy. Learning disabilities, modifications to assignments or any other information about students obtained while subbing shall not be discussed outside the school.