



# Employment Application for Non-Certified Support Staff

PO Box 1709, Ardmore, OK 73402  
 (580) 226-7650 | FAX (580) 226-2472

Date of Application:

**Position(s) Applying For: (Check any or all that apply)**

<input type="checkbox"/>	School Secretary/Clerk	<input type="checkbox"/>	Teacher Assistant	<input type="checkbox"/>	Custodial
<input type="checkbox"/>	Technology Assistant	<input type="checkbox"/>	Paraprofessional	<input type="checkbox"/>	Maintenance
<input type="checkbox"/>	Library Assistant	<input type="checkbox"/>	Cafeteria	<input type="checkbox"/>	Bus Driver
<input type="checkbox"/>	Other:				

**Full Name:**

**Address:**

<b>Driver's License No.</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>	<b>Are You currently a TRS Retiree?</b>	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Educational & Professional Training**

Name of School	Courses Taken	Degree or Diploma	Dates	Semester Hours/ Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Work Experience (Including Military Service)**

Begin with Latest Employment First

Company or Employer	Address	Dates Worked	Type of Work	Reason for Leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are hired for this position, the law requires us to submit a request for a national background check on you through the Oklahoma State Bureau of Investigation. With that in mind, have you been convicted of a crime in the past ten years, including misdemeanors and summary offenses?

<input type="checkbox"/>	<input type="checkbox"/>
No	Yes

If yes, explain in detail:

**SECRETARIAL, CLERK, LIBRARY/TEACHER ASSISTANT POSITIONS (Please Complete the Following)**

Do You Type:  Yes  No

If YES, how many words per minute?

List Business Machines/Equipment You Can Operate:

List Your Computer Experience:

**PARAPROFESSIONAL POSITIONS (Please Complete the Following)**

Do you have an Associates Degree?  Yes  No

If No, How Many College Hours Do You Have:

**CUSTODIAL & MAINTENANCE POSITIONS (Please Complete the Following)**

Number of years experience in custodial or maintenance areas:

List any experiences, skills, licenses, or qualifications which you feel qualify you for this position.

**BUS DRIVER POSITIONS (Please Complete the Following)**

Have you had any moving traffic violations or accidents in the past 3 years? If yes, explain below:  Yes  No

Do you currently have bus driver certification/License?  Yes  No

**EMPLOYMENT REFERENCES (Not Relatives)**

Name	Address	Occupation	Telephone

**Note: Due to the volume of applications for certain positions, there is no requirement to interview applicants.**

Applicant's Signature: \_\_\_\_\_