

RINGWOOD PUBLIC SCHOOLS 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. Please type or print using black ink.

Section I. DATA

Date: _____

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? _____

Names, positions, and relationships of relatives working at Ringwood Public Schools _____

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 and location of school	Did you graduate? List degree earned or diploma or number of hours completed.	Number of Years Attended	Major Subjects
High School/ G.E.D			
College or University (Undergraduate)			
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.

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

Section IV. WORK EXPERIENCE

Begin with current or most recent employment.

Name and Address of Employer	Titles/Duties	From Mo. Yr.	To Mo. Yr.
Supervisor			Reason for Leaving: Salary:
Supervisor			Reason for Leaving: Salary:
Supervisor			Reason for Leaving: Salary:
Supervisor			Reason for Leaving: Salary:

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 RINGWOOD PUBLIC SCHOOLS, and understand that my employment and compensation can be terminated at the option of either RINGWOOD PUBLIC SCHOOLS or the employee.

Date: _____ Signature of Applicant: _____

Mail application to:
 Ringwood Public Schools
 101 W. 5th
 Ringwood, OK 73768
 FAX: 580.883.2220

INTERVIEWS BY APPOINTMENT ONLY

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 Ringwood Public School 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 RPS employees involved with the hiring process.

Date: _____ Signature of Applicant: _____