

**LAWTON PUBLIC SCHOOLS
HUMAN RESOURCES**

753 N FORT SILL BOULEVARD

P.O. BOX 1009

LAWTON, OK 73502-1009

OFFICE: (580)357-6900

FAX: (580)585-6449

Barbara Ellis, Assistant Superintendent

INFORMATION FOR SUPPORT APPLICANTS

We genuinely appreciate your interest in Lawton Public Schools. We seek to hire the very best applicants available and appreciate your efforts in helping us obtain the information we need to give your application serious consideration. Please check our website at www.lawtonps.org/departments/personnel or call our **JOBLINE number at 357-7031**, it is available 24 hours per day. When vacancies do occur, applications will be carefully screened, and based on the screening, a reasonable number of applicants will be selected for an interview. Please **DO NOT** contact principals, directors or other supervisors for interviews. Supervisors are not permitted to interview applicants before contacting this office to assure that a proper application has been submitted. This office will contact applicants when an interview opportunity arises.

- All applicants are **required to submit** either a copy of their **high school transcript or diploma, GED, or DD214** at the time this application is filed.
- Bus driver, gas bay attendants, mechanics, and lube tech applicants are **required to have a valid CDL** at the time this application is filed.
- Complete the top portion of the two Recommendations for Employment forms that are included within this application. This office will forward the forms to the references you have listed. Please provide complete names and addresses.
- If you are chosen for an interview, every effort will be made to give you as much prior notice as possible. Be sure that we have current telephone numbers at all times.
- At the interview, the supervisor and key staff members will be present. A second interview may be scheduled if necessary. Only the applicant selected for the vacancy will be notified.
- Once you have submitted your application in a job category, it will remain on file for the current school year.
- Submit a separate application for each job category for which you are applying.
- If you are selected for the job for which you applied, you will receive a phone call from the Human Resources office regarding the selection. If you accept the job offer, an appointment will be set up for you to complete paperwork for this office to include a W-4, an I-9, which you will need to provide a driver's license and social security card, a **National Criminal History Record Check** form and be fingerprinted. Other information will be given at the initial time of your paperwork.

Your application and related documents are the sole property of the district, will be kept confidential, and will be reviewed only by appropriate administration.

**Lawton Public Schools
Equal Opportunity Employer**

**LAWTON PUBLIC SCHOOLS
HUMAN RESOURCES**

753 NW FORT SILL BLVD.
LAWTON, OK 73507

OFFICE: (580) 357-6900 FAX: (580) 585-6449
EMAIL: ndurgin@lawtonps.org, for support applications

APPLICATION FOR SUPPORT POSITION

NOTICE TO APPLICANT:

Independent School District Number I-8 of Lawton, Oklahoma does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, handicap or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training or apprenticeship, and all other terms, conditions, benefits and privileges associated with employment. This policy also extends to the education programs and activities operated by the district. Discrimination is specifically prohibited by Title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 86 of the implementing regulations administered by the Director of the Office of Civil Rights of the United States Department of Health, Education and Welfare.

DATE OF APPLICATION

DATE AVAILABLE

PERSONAL DATA

LAST NAME

JR., ETC.

FIRST NAME

MI

SOCIAL SECURITY NUMBER

ADDRESS, STREET, P.O.BOX, APARTMENT NUMBER

CITY

STATE

ZIP CODE

HOME TELEPHONE

CELL PHONE NUMBER

EMPLOYMENT PREFERENCE:

FULL-TIME SUPPORT EMPLOYMENT

PART-TIME SUPPORT EMPLOYMENT

Check the job category below for which application is being submitted. Please submit a separate application for each position.

- Custodial** – Assignments are at every school and building site. Various contract lengths are from nine to twelve months. Most positions are full-time with benefits, while sweepers are part-time without benefits. Hours and pay vary. Applicants can also apply for substituting in this area.
- Child Nutrition** – Cook and cashier positions are assigned to every school building. **A Copy of a Food Handlers Permit is required for cook and cashier positions and submitted with application.** Contract length is nine months. Most positions are full-time with benefits, while others are part-time without benefits. Applicants can also apply for substituting in this area.
- Maintenance** – Positions vary widely to include electricians, plumbers, painters, roofers, air conditioning repair, and welders, heavy equipment operators, grounds maintenance, etc. Some positions require licensing before employment. Most positions are full-time with benefits, while others are part-time without benefits. Hours and pay vary.
- Secretarial** – Assignments are at every school and most building sites. Various contract lengths are from nine to twelve months. Most positions are full-time with benefits; however clerical assistants are part-time without benefits. Applicants will be required to submit a typing test at the time application is filed. Tests can be taken at Express Personnel, 1406 NW Sheridan Road. Applicants can also apply for substituting in this area.
- Teaching Assistant** – Positions exist at every school site. Assistants may be assigned to a library, a classroom, a special need student or other situations. Positions require a minimum of 48 college credits, or an Associates Degree, or the Oklahoma General Education Test (OGET), or Paraprofessional certification. Paraprofessional tests can be taken at the CACE office by calling 355-7727 to set up an appointment. Some positions are full-time with benefits, while others are part-time with no benefits. Hours and pay vary. Applicants can also apply for substituting in this area.
- Transportation** – Workers include bus drivers, bus monitors, gas bay attendants, mechanics, lube attendants, etc. **Bus driver applicants will be required to obtain a valid commercial driver's license.** They will be required to pass the State Department of Education School Bus Driver Certification test given at the LPS Transportation Center. Applicants are required to submit to drug and alcohol screening. Most positions are full-time with benefits, while some positions are part-time with no benefits. Hours and pay vary.
- Other** – Miscellaneous positions include crisis intervention specialist, deaf interpreter, ROTC instructor, music accompanist, crossing guard, certified occupational therapy assistants, campus police officers, parent involvement coordinator, non-certified speech pathologist, speech pathologist assistant, occupational therapist, physical therapist, physical therapy assistant, student assistant program facilitator, webmaster, computer technician, etc. Most of these positions have very specific requirements and may require licensing and/or a college degree. Most positions are full-time with benefits, while others are part-time with no benefits. Hours and pay vary.

PRESENT OR MOST RECENT EMPLOYER

May we contact this employer about this application? YES _____ NO _____

<u>FROM</u>	<u>COMPANY NAME AND ADDRESS</u>	<u>TELEPHONE NUMBER</u>
<u>TO</u>		<u>SUPERVISOR</u>
		<u>REASON FOR LEAVING</u>
<u>DESCRIPTION OF JOB AND DUTIES</u> _____ _____ _____		

OTHER EMPLOYMENT IF PRESENT OR MOST RECENT EMPLOYMENT IS LESS THAN 5 YEARS

May we contact this employer about this application? YES _____ NO _____

<u>FROM</u>	<u>COMPANY NAME AND ADDRESS</u>	<u>TELEPHONE NUMBER</u>
<u>TO</u>		<u>SUPERVISOR</u>
		<u>REASON FOR LEAVING</u>
<u>DESCRIPTION OF JOB AND DUTIES</u> _____ _____ _____		

May we contact this employer about this application? YES _____ NO _____

<u>FROM</u>	<u>COMPANY NAME AND ADDRESS</u>	<u>TELEPHONE NUMBER</u>
<u>TO</u>		<u>SUPERVISOR</u>
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<u>DESCRIPTION OF JOB AND DUTIES</u> _____ _____ _____		

May we contact this employer about this application? YES _____ NO _____

<u>FROM</u>	<u>COMPANY NAME AND ADDRESS</u>	<u>TELEPHONE NUMBER</u>
<u>TO</u>		<u>SUPERVISOR</u>
		<u>REASON FOR LEAVING</u>
<u>DESCRIPTION OF JOB AND DUTIES</u> _____ _____ _____		

EDUCATION INFORMATION

SCHOOL	NAME OF SCHOOL	CITY	COURSE/SUBJECT	DEGREE
HIGH SCHOOL				
COLLEGE VO-TECH				
OTHER				

PROFESSIONAL REFERENCES

(List the names, complete addresses, phone numbers, and where you worked with three CO-WORKERS/SUPERVISORS who have had direct knowledge of your work)

NAME	ADDRESS	CITY	STATE	ZIP	TELEPHONE NUMBER	WHERE DID YOU WORK WITH THIS PERSON

Do you have a relative either who is a member of the Lawton Board of Education OR who is employed in any capacity in the Lawton School District?
 YES _____ NO _____

If yes, please give the following information:

NAME OF RELATIVE	RELATIONSHIP	POSITION HELD	BUILDING LOCATION

Have you ever been employed by Lawton Public Schools? YES _____ NO _____

If yes, give dates, position, building and principal/supervisor: _____

Have you ever been convicted of a crime? YES _____ NO _____

If yes, please explain: _____

Have you ever been dismissed, asked to resign, or refused employment? YES _____ NO _____

Please give, in your own handwriting, any further information about yourself which you feel would be of importance in arriving at a fair evaluation of your qualifications.

BEFORE THIS APPLICATION CAN BE EVALUATED, ALL REQUESTED INFORMATION AND MATERIALS MUST ACCOMPANY THIS APPLICATION.

I authorize the verification of all references and information contained in this application, and hereby declares that the information given by me in this application is true and complete. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application or discharge if I have been employed.

Legal Signature of Applicant _____

Date _____



LAWTON PUBLIC SCHOOLS

RECOMMENDATION for EMPLOYMENT

APPLICANT: Only fill out the information in this box and return to Human Resources with your application.

This information you provide will be kept confidential.

Name of Applicant _____ Position Applied For _____

Signature of Applicant _____ Date _____

APPLICANT: Do not write below this line.

FORMER EMPLOYER OR OTHER REFERENCE: The person whose name appears above has applied for employment with Lawton Public Schools. Please rate the following personal and professional factors by circling the appropriate number. Thank you.

Rating Scale: 1 = Unsatisfactory 2 = Improvement Needed 3 = Satisfactory 4 = Outstanding

1. QUALITY OF WORK: The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work.	1	2	3	4
2. QUANTITY OF WORK: Volume or amount of work done.	1	2	3	4
3. KNOWLEDGE: Knowledge of methods, materials, objectives and other fundamental skills.	1	2	3	4
4. ADAPTABILITY: Ability to learn, perform under changes and in emergencies grasp detail, comprehend differences between important and trivial.	1	2	3	4
5. WORK HABITS: Organization of work, care of equipment, safety, industry.	1	2	3	4
6. WORKING RELATIONSHIP: With students and other employees. Ability to get along with students and co-workers.	1	2	3	4
7. DEPENDABILITY: Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.	1	2	3	4
8. ATTITUDE: Interest in work, willingness to meet job requirements and accept suggestions. Loyalty to the organization. Ethical conduct.	1	2	3	4
9. PERSONAL FITNESS: Physical capacity, appearance, personal habits.	1	2	3	4
10. JUDGEMENT: Soundness of decisions, common sense.	1	2	3	4
OVERALL RATING: Should reflect the average of the rating.	1	2	3	4

ADDITIONAL COMMENTS:

Information provided by:

Name and Title

Date

Relationship to applicant (employer, co-worker, supervisor, etc.)



LAWTON PUBLIC SCHOOLS

RECOMMENDATION for EMPLOYMENT

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Name of Applicant _____ Position Applied For _____

Signature of Applicant _____ Date _____

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- | | | | | |
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| 5. WORK HABITS: Organization of work, care of equipment, safety, industry. | 1 | 2 | 3 | 4 |
| 6. WORKING RELATIONSHIP: With students and other employees. Ability to get along with students and co-workers. | 1 | 2 | 3 | 4 |
| 7. DEPENDABILITY: Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job. | 1 | 2 | 3 | 4 |
| 8. ATTITUDE: Interest in work, willingness to meet job requirements and accept suggestions. Loyalty to the organization. Ethical conduct. | 1 | 2 | 3 | 4 |
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ADDITIONAL COMMENTS:

Information provided by:

Name and Title

Date

Relationship to applicant (employer, co-worker, supervisor, etc.)

**Lawton Public Schools
Lawton, Oklahoma
Human Resources**

EQUAL EMPLOYMENT OPPORTUNITY: APPLICATION DATA FORM

The completion of this form is voluntary; however, its completion will help the Lawton Public Schools comply with state and federal reporting requirements. This information will be used for statistical purposes only and will not in any way enter into the selection process.

_____ Social Security No. _____
Print Last Name First Name M.I.

_____ City State Zip Code
Permanent Address: Street / P.O. Box # / Apt. #

_____ Cell Phone Number
Home Telephone Number

_____ Age
Date of Birth: Month / Day / Year

Gender:

_____ Female
_____ Male

Ethnicity:

_____ Hispanic or Latino
_____ Not Hispanic or Latino

Race:

You are allowed to choose more than one race.

_____ **American Indian or Alaskan Native:**
A person having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.

_____ **Asian:**
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ **Black or African American:**
A person having origins in any of the Black racial groups of Africa.

_____ **Native Hawaiian or Other Pacific Islander:**
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **White:**
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



Application for National Criminal History Record Check Applicant for Oklahoma School Employment (See Reverse Side for Instructions)

➤ PART I: PERSONAL INFORMATION OF APPLICANT

Picture ID Required at Time of Live Scan

In accordance with 70 O.S. § 5-142, the State Board of Education requests criminal history information on:
(Please type or print plainly in ink, do not use pencil. Scratchouts, markovers, or whiteouts are not allowed. All information must be provided.)

Name (Print) _____
Last First Middle

ID Verified - OSDE Use Only

Also Known As (AKA) or Maiden Name (if applicable) _____

Date of Birth ___ / ___ / ___ Race _____ Sex _____ Social Security Number _____ - _____ - _____

Height _____ Weight _____ Eye Color _____ Hair Color _____ Place of Birth _____ Citizenship _____

➤ PART II: SUPERINTENDENT'S REQUEST FOR CRIMINAL HISTORY RECORD CHECK

_____ (Position Sought or Held)	Sex Offender Check
_____ (School District)	
_____ (School District Address)	SDE or OSBI USE ONLY
_____ (City, State, Zip Code)	Violent Offender Check
_____ (Superintendent or Designated Personnel)	
(_____) _____ (School District Telephone Number) (Date)	SDE or OSBI USE ONLY

NATIONAL CRIMINAL HISTORY RECORD CHECK - CHOOSE OPTION 1 OR 2

OPTION 1 SDE	OPTION 2 OSBI
➤ 2 to 4 Days to Process ◀	➤ 4 to 6 Weeks to Process ◀
Processing Charge: \$58	Processing Charge: \$45
Method of Payment:	Method of Payment:
<input type="checkbox"/> Money Order, Certified Check, School Check, Personal Check, Cashier's Check (Payable to L1) – Attached	<input type="checkbox"/> Money Order, Certified Check, School Check or Cashier's Check (Payable to the OSBI) - Attached
<input type="checkbox"/> Credit Card Confirmation Number: _____	<input type="checkbox"/> School Purchase Order Number: _____

NOTE: All criminal history record information provided by the Oklahoma State Bureau of Investigation is based upon fingerprints taken by the contributing law enforcement or criminal justice agency at the time of arrest and/or incarceration. This information is furnished by the OSBI in compliance with the Oklahoma Open Records Act, 51 O.S. § 24 A.1, et seq., and may include arrest and/or conviction data for felonies and/or serious misdemeanors.

➤ PART III

<p>STATE DEPARTMENT OF EDUCATION USE ONLY</p> <p>The undersigned certifies the State Board of Education has received this application from an approved requester.</p> <p>_____ Fingerprint/Background Research Coordinator, Professional Standards</p> <p>_____ (Date)</p>	<p style="text-align: center;">OSBI USE ONLY</p>
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INSTRUCTIONS

National Criminal History Record Check for Employment Purposes

A board of education shall request such information for any person seeking employment with the school. Districts are required to have designated staff for requesting and reviewing such information on file at the Oklahoma State Department of Education. The forms for conducting searches, *Application for Criminal History Record Check* and/or *Fingerprint Cards*, may be requested from the Professional Standards Section at the address listed below or downloaded at <http://sde.state.ok.us/Teacher/ProfStand/pdf/AppCriminalHist.pdf>.

OPTIONS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK

OPTION 1 - SERVICE CHARGE FOR SDE SCANNING OF FINGERPRINTS IN PERSON OR SUBMISSION OF CARDS

➤ 2 to 4 Days to Process ◀

\$58 payable by credit card, school check, personal check or money order.

- Money order, school check or personal check payable to L-1 Identity Solutions. Please include phone number on money order.
- Credit card payable online by visiting <http://www.l1enrollment.com/state/?=ok> or to charge by telephone, call 877-219-0197 for a confirmation number.
- Picture ID required at time of live scan.

OPTION 2 - SERVICE CHARGE FOR OSBI FINGERPRINT CARD PROCESSING

➤ 4 to 6 Weeks to Process ◀

\$45 payable by school purchase order number, certified check, school check, cashier's check, or money order (public or private schools) payable to the Oklahoma State Bureau of Investigation. Only public schools and private schools with approved billing accounts at the OSBI may use school purchase orders. THE OSBI WILL NOT ACCEPT PERSONAL CHECKS OR CASH.

- If paying by school purchase order, please include the purchase order number on the line provided in **Part II**. School districts using a purchase order number will receive a monthly billing statement from the Oklahoma State Bureau of Investigation; do not include payment with the search requests.
- The local school district has the option of reimbursing employees the cost of the background check. However, if a person is already employed by a district at the time the background check request is made, the district shall promptly reimburse the employee in full for the fee unless the person was employed pending receipt of the criminal history information check.

1. **Results of Criminal History Check.** Results are returned to the State Department of Education. Each set of results will be forwarded to the designated personnel of the local school district by the Professional Standards Section. According to Senate Bill 1673, personnel authorized by the district to receive and review a National Criminal History Record Search (NCHRS) must have a NCHRS on file with the district and a compliance form on file with the Oklahoma State Department of Education.
2. **Employment Decisions Based on Criminal History Information.** State law authorizes the State Department of Education to request from the OSBI and/or FBI criminal history information on applicants for school employment on behalf of a local school district. Once information is forwarded to the local school district, the local board of education is responsible for researching any arrests, charges, and/or convictions that may appear on the reports received from the OSBI and/or the FBI, and for making hiring decisions based upon the information received.
3. **Substitute Teachers.** Any person applying for employment as a substitute teacher shall be required to have a felony record check for each school year. Upon request of the substitute teacher, that felony record check may be sent to any other school district in which the substitute is applying to teach during the same school year.
4. **Accuracy of Criminal History Records Check.** The accuracy of any criminal history check depends on the use of all relevant personal information as outlined in Part I of this application. The only optional entry is AKA (Also Known As) or maiden name. Applications not completely and legibly filled out, or with scratchouts, markovers, or whiteouts will be returned to the school district for reaccomplishment.

Mail information to: Oklahoma State Department of Education
Professional Standards Section, Room 212
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599
Telephone: (405) 521-3337
