

APPLICATION FOR EMPLOYMENT

Gordon Cooper Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities of 1990 and Title IX of the Education Amendments of 1972, does not discriminate on the basis of race, ethnicity, religion, national origin, age gender, disability of veteran status in any of it policies, practices of procedures. These equal opportunity provisions include, but are not limited to admissions, employment, financial aid and student services.

Position Applied for _____ Date of Application ____/____/____
When are you available for employment ____/____/____ Acceptable Minimum Salary _____
Referral Source: Advertisement Friend Relative Agency Other _____

Additional materials submitted with employment application (resumes, portfolios, etc.) become property of Gordon Cooper Technology Center and will not be returned to applicants

PERSONAL INFORMATION

Full Name: _____
Last *First* *M.I.*
Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*
Home Phone: () _____ Mobile Phone: () _____
E-mail Address: _____

Are you related to anyone who is currently employed at Gordon Cooper Technology Center? No Yes

If yes, Name _____ Relationship _____

Have you ever been employed at GCTC before No Yes If yes Date ____/____/____

Are you available to work Full-Time Part-time Are you 18 years of age or older No Yes

Are you legally eligible for employment in the United States: No Yes

Are there any periods during the year when you will not be available for work? No Yes

If yes, When? _____

Have you ever been terminated for any education related employment? No Yes

All applicants are required to complete the attached questionnaire regarding their criminal history.

Gordon Cooper Technology Center is an Equal Opportunity/Affirmative Action Employer

EDUCATIONAL HISTORY

Complete information requested for each level of education	School Name and Location City & State	Type of Certificate Diploma, Degree & Major
High School		
College or University		
Military School Apprenticeship Technical Schools Other Technical Training		

Please continue on a separate document or attach resume, if you need additional space

EMPLOYMENT HISTORY

List each position held beginning with your present or most recent position. Work back through previous positions and include military experience. Continue on a separate form, if you need additional space.

	Dates Employed	Name and Address of Employer	Summary of Work Performed
F R O M	Mo. _____ Yr. _____	Name _____ Address _____	
T O	Mo. _____ Yr. _____	Phone (_____) _____	

Job Title _____ Ending Salary _____ Full-time Part-time

Reason for leaving _____

	Dates Employed	Name and Address of Employer	Summary of Work Performed
F R O M	Mo. _____ Yr. _____	Name _____ Address _____	
T O	Mo. _____ Yr. _____	Phone (_____) _____	

Job Title _____ Ending Salary _____ Full-time Part-time

Reason for leaving _____

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	Dates Employed	Name and Address of Employer	Summary of Work Performed
F R O M	Mo. _____ Yr. _____	Name _____ Address _____	
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Job Title _____ Ending Salary _____ Full-time Part-time

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Job Title _____ Ending Salary _____ Full-time Part-time

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	Dates Employed	Name and Address of Employer	Summary of Work Performed
F R O M	Mo. _____ Yr. _____	Name _____ Address _____	
T O	Mo. _____ Yr. _____	Phone (_____) _____	

Job Title _____ Ending Salary _____ Full-time Part-time

Reason for leaving _____

TEACHER CERTIFICATION LICENSING

Do you presently hold any type of teaching or administrative certification in Oklahoma? No Yes

If yes, list type, number and expiration date of certification:

Type _____ No. _____ Expiration Date _____

Type _____ No. _____ Expiration Date _____

Type _____ No. _____ Expiration Date _____

Type _____ No. _____ Expiration Date _____

Note: Specific information regarding teaching certification may be obtained by writing to Vocational Teacher Certification, Oklahoma Department of Career and Technology Education, 1515 West Sixth Avenue, Stillwater, OK 74074, Telephone (405) 377-2000.

TRADE CERTIFICATION AND LICENSING

Are you licensed or certified by any trade or profession? No Yes

If yes, indicate kind of license or certificate _____

GENERAL INFORMATION

List any professional activities, skills such as typing, word processing, machine operation, special training, etc. or other information that is pertinent to this application and the position for which is applied. Please continue on a separate sheet of paper if you need the additional space.

REFERENCES

Persons listed must be able to provide information related to performance on the job.

Relationship	Name	Address	City	State	Zip Code	Phone

AGREEMENT

I certify that answers given herein are true and complete. False or misleading information given in my application or interview(s) will result in my not being hired and may result in discharge at anytime. I authorize you to refer to any current or former employers or others to verify statements made. Failure to complete this application in full will result in disqualification of my application. I understand that pre-employment drug screens and Oklahoma State Bureau of Investigations (OSBI) background checks are a part of the hiring procedures for all positions at Gordon Cooper Technology Center.

_____ / ____ / ____
 Legal Signature of Applicant

____ / ____ / ____
 Date

For use by Administrative Personnel Only

Position: _____	Interviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Interviewer: _____	Date: _____ Time: _____
Position: _____	Interviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Interviewer: _____	Date: _____ Time: _____
Position: _____	Interviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Interviewer: _____	Date: _____ Time: _____
Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Position: _____
Effective Date: _____	Salary: _____
_____	_____
Signature	Position
	Date