



Western Technology Center

APPLICATION FOR EMPLOYMENT

District No. 12
PO Box 1469 · Burns Flat OK, 73624

Position Applied For: _____ Date of Application: ____ / ____ / ____

If Teaching Position: ☐ Daytime Instructor ☐ Evening Instructor ☐ Other

When are you available for employment: _____ Acceptable Minimum Salary: \$ _____

Referral Source: ☐ Advertisement ☐ Agency ☐ Web ☐ Employee _____ ☐ Other: _____

Applicant's Legal Name:

First Middle Last

Mailing Address:

Number and Street , apt.# City State Zip

Phone Number: _____ **Email Address:** _____

Have you filed an application here before? ☐ No ☐ Yes Date _____

Have you ever been employed here before? ☐ No ☐ Yes Date _____

Are you available to work? ☐ Full-time ☐ Part-time ☒ Evenings ☐ Weekends

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

When: _____

Have you been convicted of a felony within the last 10 years? ☐ No ☐ Yes

If yes, explain: _____

PERSONAL DATA

EDUCATION

Complete Information Requested for Each Level of Education

	School Name and Location City & State	No. of Years Completed	Type of Certificate, Diploma, Degree, & Major
High School			
College or University			
Military School(s), Apprenticeship, or Other Trade or Technical Training Programs			

If additional space is needed, please continue on a separate page and submit with application.

EMPLOYMENT EXPERIENCE

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 page if additional space is needed.

Dates Employed: ____ / ____ / ____ through ____ / ____ / ____ May we contact this employer? ☐ Yes ☐ No

Name And Address Of Employer _____

Street City State Zip

Supervisor: _____ Phone: _____

Summary Of Work Performed _____

Job Title: _____ Salary: \$ _____

Reason For Leaving: _____

Dates Employed: ____ / ____ / ____ through ____ / ____ / ____ May we contact this employer? ☐ Yes ☐ No

Name And Address Of Employer _____

Street City State Zip

Supervisor: _____ Phone: _____

Summary Of Work Performed _____

Job Title: _____ Salary: \$ _____

Reason For Leaving: _____

Dates Employed: ____ / ____ / ____ through ____ / ____ / ____ May we contact this employer? ☐ Yes ☐ No

Name And Address Of Employer _____

Street City State Zip

Supervisor: _____ Phone: _____

Summary Of Work Performed _____

Job Title: _____ Salary: \$ _____

Reason For Leaving: _____

Dates Employed: ____ / ____ / ____ through ____ / ____ / ____ May we contact this employer? ☐ Yes ☐ No

Name And Address Of Employer _____

Street City State Zip

Supervisor: _____ Phone: _____

Summary Of Work Performed _____

Job Title: _____ Salary: \$ _____

Reason For Leaving: _____

REFERENCES

DO NOT LIST RELATIVES AND INDICATE ASSOCIATION WITH INDIVIDUAL

Association	Name	Organization	City/State	Phone

COMPLETE THE FOLLOWING TWO SECTIONS ONLY IF APPLYING FOR A TEACHING POSITION

TEACHING EXPERIENCE

Have you ever taught before – either in a formal classroom setting or informal setting? ☐ No ☐ Yes

If yes, please describe the following:

When and for how long did you teach? Dates taught: ___ / ___ / ___ to ___ / ___ / ___

What level/type of student did you teach? _____

What subject/skill areas did you teach? _____

TEACHER CERTIFICATION AND LICENSING

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

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

Type _____ No. _____ Expiration Date ___ / ___ / ___

Type _____ No. _____ Expiration Date ___ / ___ / ___

Type _____ No. _____ Expiration Date ___ / ___ / ___

Type _____ No. _____ Expiration Date ___ / ___ / ___

If you do not qualify for a Standard Teaching Certificate in Oklahoma, are you willing to work toward completion of the minimum requirements for your area of specialization? ☐ No ☐ Yes

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

If yes, indicate kind of license or certificate: _____

NOTE: Specific information regarding teaching certification may be obtained by writing to Vocational Teacher Certification, Oklahoma Department of Career & Technology Education, 1500 West 7th Avenue, Stillwater, OK 74074, Telephone 405-377-2000.

*Send copy (no original at this time) of your Oklahoma Teacher Certificate (license or certificate)
& college transcripts with this application.*

GENERAL INFORMATION

List any professional activities or other information that is pertinent to this application and the position applied for. Continue on a separate page if additional space is needed.

NON-DISCRIMINATION POLICY

Western Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or veteran status.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

AGREEMENT

I certify the answers given herein are true and complete to the best of my knowledge. The information is provided to acquaint the interviewer with my qualifications. I understand completion of this application does not constitute an offer of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further understand that I am required to abide by all laws, policies, rules and regulations of the Board of Education and Administration of Western Technology Center, the Oklahoma Department of Career and Technology Education, and the State of Oklahoma. I authorize you to refer to any current or former employers or others to verify statements made.

LEGAL SIGNATURE OF APPLICANT

DATE

FOR USE BY ADMINISTRATIVE PERSONNEL ONLY

Interviewed: ☐ No ☐ Yes Employed: ☐ No ☐ Yes

Date: ____ / ____ / ____ Time: _____ Effective Date: ____ / ____ / ____ Salary: \$ _____

Position:

SIGNATURE

POSITION

DATE



Western Technology Center

BURNS FLAT CAMPUS
621 Sooner Dr.
PO Box 1469
Burns Flat OK, 73624

WEATHERFORD CAMPUS
2605 E. Main St.
Weatherford OK, 73096

SAYRE CAMPUS
2002 NE Hwy. 66
Sayre OK, 73662

HOBART CAMPUS
1000 S. Bailey St.
PO Box 659
Hobart OK, 73651

ELK CITY CAMPUS
301 Western Dr.
Elk City, OK 73644