THE OAKRIDGE SCHOOL
5900 West Pioneer Parkway Arlington, TX 76013-2899 | 817.451.4994
www.theoakridgeschool.org

Professional Application

Personal Information

_____
Date

_____ _____ _____
Last name First name MI

_____ _____ _____ _____
Present address City / State Zip Telephone #

_____ _____ _____ _____
Permanent address City / State Zip Telephone #

_____ _____
E-mail address Cell phone #

Citizenship: _____U.S. _____Other _____ _____
Social security # Social Security name, if different from above

Emergency contact

_____ _____ _____ _____
Name Address City / State telephone #

Position Desired

Teaching Preference: If a lower school teacher, specify the grade level / subject area. If a secondary teacher, specify the content area and level – middle or upper school.

1. _____ 2. _____ 3. _____

Coaching Preference: If coaching applicant, specify either middle or upper school level and sport(s).

1. _____ 2. _____ 3. _____

Educational Employment

List all full time educational employment. (Do not include student teaching, substitute teaching, night school or industrial school experience.)

School	City / State / Zip	Telephone #	Principal or Supervisor	Inclusive Dates From -To

Have you ever failed to be reappointed? _____ When? _____ Where? _____
If yes, please provide details on a separate sheet.

Define your philosophy of education on a separate sheet and include your response with your application.

Professional References

Imminent Graduates

Professional references must include the supervising teacher and professor as well as professors in your area of concentration. If registered with the placement office, your file contains the aforementioned. Please request that the file be sent. If not, please include names of these persons among your references.

Experienced teachers / other applicants

Professional references must include a minimum of four most recent educators / employers for whom you have worked. Please list your most recent or current supervisor. We will not contact your most recent or current supervisor without prior consent.

Name / Title	Telephone #	Email Address

Noneducational Employment

Place of employment	Address	City / State / Zip	Telephone #	Immediate Supervisor	Inclusive Dates From - To

Educational Background

List the degree(s) earned and the conferring college / university.

Degree	College / University	City / State / Zip	Dates Attended

List any other colleges or universities attended.

Hours	College / University	City / State / Zip	Dates Attended

Certification Information

Certified Teachers
Please complete the box below with the information on the teaching certificate. Please include a copy of the certificate.

Imminent Graduates
Have you been or will you be recommended for a teaching certificate? _____ If yes, complete the box below as though you held a teaching certificate.

State Certified	Date of Expiration	Level of Certification	Elementary Area of Concentration	Secondary Teaching Fields	Endorsements

If secondary certified, list subject areas, other than teaching fields, in which you have a minimum of 12 semester hours.

Subject	Semester Hours	Subject	Semester Hours	Subject	Semester Hours

Administrator, Supervisor and Counselor Applicants
List certification presently held.

_____

Professional Addendum
List scholastic honors, scholarships, awards or assistantships.

_____

_____

List workshops or institutes attended within the last five years.

_____

_____

Other Information
Are you able to perform all functions of the job for which you are applying without a reasonable accommodation? ☐ yes ☐ no

Are you legally qualified to work in the United States? ☐ yes ☐ no

Have you ever been convicted of a felony or a crime involving moral turpitude? (Moral turpitude includes such crime as fraud, swindling, and sex related offenses.) You may omit juvenile offenses or convictions that have been set aside after successful completion of a probation period. ☐ yes ☐ no

If the answer is yes, please give details relating to the date of conviction, place of conviction, the court in which convicted, the case number and the sentence.

_____

_____

I, the undersigned, affirm that the information included in this application is true and complete. I understand that failure to include true and complete information may result in my disqualification for consideration for employment and / or dismissal from my position in this school. I also understand that the references and personal information that become a part of this application are regarded as confidential and shall not be revealed to me. I hereby authorize the school to contact any of the individuals or entities listed on this application for references and wave and release any and all claims I may have against the school in connection with such reference checks.

_____ _____

Signature **Date**

All personnel of The Oakridge School shall be employed without regard to race, color, religion, sex or national origin.

PRE-EMPLOYMENT OR PRE-SERVICE AFFIDAVIT FOR EDUCATIONAL ENTITIES

Pursuant to Texas Education Code (TEC) §22A.055, a person applying for employment with or who will act as a service provider for an educational entity (school district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or shared services arrangement) ***must*** *submit, using a form adopted by the agency, a pre-employment or pre-service affidavit.*

Section 1 - Penalties for Failure to Disclose Required Information

A person commits an offense, a Class B misdemeanor, if the person fails to disclose information required to be disclosed under TEC §22A.055. Additionally, a determination that an employee or person providing services failed to disclose information required to be disclosed by a person under TEC §22A.055 is grounds for termination of employment or service.

Section 2 – Disclosure of Work History and Consent for Release of Records

Have you previously been employed by or acted as a service provider, or are you currently employed by or currently acting as a service provider for a public or private school?	Yes ☐ No ☐
Do you consent for release of your prior employment records? *Pursuant to TEC §22A.055, a person applying for employment with or who will act as a service provider for an educational entity must consent for release of the person's employment records.*	Yes ☐ No ☐

Section 3 – Disclosure of Investigation or Placement on the Do Not Hire Registry

Have you ever been terminated, non-renewed, or discharged from a public or private school?	Yes ☐ No ☐
Have you ever resigned, in lieu of being terminated or discharged, from a public or private school?	Yes ☐ No ☐

Have you ever been investigated by a law enforcement or child protective services agency for, or charged with, adjudicated for, or convicted of, an offense involving the following conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D) ?: • abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury; • was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor; • engaged in inappropriate communications with a student or minor, as defined by board rule; • failed to maintain appropriate boundaries with a student or minor, as defined by board rule; *Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendre), probation, suspension, or deferred adjudication.* *Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.*	Yes ☐ No ☐
Have you ever been investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or subject to another sanction in this state or another state for conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D), which is described above?	Yes ☐ No ☐
Are you now the subject of an inquiry, disciplinary action, review, or investigation, by any public or private school, by a teacher-licensing agency, by any law enforcement agency, or in the court of Texas or any other state in connection with any alleged misconduct?	Yes ☐ No ☐
Have you ever been listed on the Do Not Hire Registry under TEC §22A.151 by the Texas Education Agency.	Yes ☐ No ☐
If you answered YES to any question in this section, disclose all relevant facts known to you pertaining to the matter, including, if applicable to the action, whether the allegation was determined to be true or false.	

Section 3 – Declaration of Applicant

Name (First, Middle, Last) | Date of Birth

Address (House/Unit # and Street Name)

Address (City, State, Zip Code) | County

Signature | Date Signed