

PIONEER TECHNOLOGY CENTER
ADULT TRAINING AND DEVELOPMENT
District No. 13
2101 North Ash
Ponca City, Oklahoma 74601

APPLICATION FOR EMPLOYMENT
SHORT TERM ADULT CLASSES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Pioneer Technology Center considers all qualified applicants for each position and does not discriminate with regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job-related medical conditions(s) or handicap(s). This policy is followed in the operation of its educational programs and activities, admissions, and employment practices.

Short-Term/Contract Position applied for: _____ Date of application: _____

When are you available for employment? _____

Referral source: () advertisement () friend () relative () agency () other: _____

PERSONAL DATA

Name: _____ Social Security Number: _____

Present Address: _____
Number Street City State Zip

Permanent Address: _____
Number Street City State Zip

Home Phone: _____ Business Phone: _____

Have you filed an application here before? () yes () no If yes, date: _____

Have you ever been employed here before? () yes () no If yes, date: _____

Are you available to work evenings? () yes () no If yes, date: _____

Are there any periods during the year when you will not be available for work? () yes () no

If yes, when? _____

Have you ever been charged with or convicted of a felony? () yes () no

If yes, explain: _____

SUMMARY OF EMPLOYMENT EXPERIENCE

_____ 1. Total Years Experience in Education (Teaching, Administrative, or Supervisory)
_____ 2. Total Years Experience in the Position Applied for
_____ 3. Total Years Experience in Business, Industry, Agriculture, or Military Service Related to Your Area of Specialization
May we contact your present employer for references? _____yes _____no

PROFESSIONAL REFERENCES

Name	Address	City	State	Zip	Phone

Note: Please include a professional resume with this application.

AGREEMENT

<p>I certify that answers given herein are true and complete to the best of my knowledge. The information is provided to acquaint the interviewer with my qualification. 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 Vo-Tech District 13, the State Department of Career and Technology Education, and the State of Oklahoma. I authorize you to refer to any former employers or others to verify statements made.</p>	
_____	_____
Legal Signature of Applicant	Date

FOR USE BY ADULT TRAINING AND DEVELOPMENT PERSONNEL ONLY

Interviewed: () yes () no	Date: _____	Time: _____
Employed: () yes () no	Effective Date: _____	Salary: _____
Position: _____		

_____	_____	_____
Signature	Position	Date