

SECTION 2 (Cont'd). CERTIFICATION(S): List all types of certificates and teaching area in which you are qualified to teach in. Be specific, this will be listed for all principals to view. If possible, add copy of your teaching certificate(s) to this application.

State / Agency	Type	Area	Cert. No.	Date Issued	Expiration

SECTION 3. PRESENT EDUCATIONAL ASSIGNMENT AND EXTRA-CURRICULAR INVOLVEMENT:

School where presently employed	position(s) held	
Street Address	City, State and Zip	Grade(s) taught
Subject taught if departmentalized	Total No. of students taught	Hours spent in teaching (weekly)

Hours spent in other school-related (not preparation) tasks. Specify.

If your present teaching situation is unique (e.g., team teaching), please explain:

Please mark any extra-curricular activities you are engaged in as part of your present assignment or an extension of it:

- Sports
 Drama
 Speech
 Others
 Music
 School Paper/Yearbook
 Community Programs

Specify and give details of your participation: _____

List major workshops, seminars, internships, grants, summer programs in which you have participated in the last five years and which are not normally part of a degree program. (Do not include conventions, single meetings, etc.):

Program / Place	Sponsor	Date	Field

Please list all of your teacher association and other professional association memberships: _____

Please list any articles or books which you have published, including name and date of the journal(s), publishing company and publication date of book(s): _____

SECTION 4. PREVIOUS EXPERIENCE:

POSITIONS IN EDUCATIONAL INSTITUTIONS. List all prior educational employment below. Put most recent first.

SCHOOL	CITY AND STATE	YOUR TITLE	GRADE OR SUBJECT	FROM MO. / YR.	TO MO. / YR.

OTHER EXPERIENCE: Include all full-time educational and non-educational experience during the past five years, whether or not it has pertinence for a position in education. In addition, list other experience which though not academic has been of service in preparing you for a position in education. List most recent first.

EMPLOYER & ADDRESS	NATURE OF EXPERIENCE	FROM MO. / YR.	TO MO. / YR.

SECTION 5. POSITION PREFERENCE:

FULL-TIME

PART-TIME

SUBSTITUTE

CHOICE	GRADE LEVEL	SUBJECT OR SPECIALITY
1.		
2.		
3.		
4.		

I have the following preference as to school or location in which to teach: _____

How soon will you be available? _____ How long will you be available? (final date) _____

If under contract, when are you required to sign next year's contract? _____ Reason for leaving your present (or most recent) employment _____

SECTION 6. REFERENCE INFORMATION:

REFERENCES: Three people who can provide us information about your qualifications for the position you are applying for. No application can be processed without COMPLETE name, mailing address, telephone, and official position/title information.

Please indicate whether address/phone information is for person's home or school/business. Home ____ Business ____

1. Name _____ Telephone(____) _____
School/Business _____ Title _____
Mailing Address _____
City _____ State _____ Zip _____

Please indicate whether address/phone information is for person's home or school/business. Home ____ Business ____

2. Name _____ Telephone(____) _____
School/Business _____ Title _____
Mailing Address _____
City _____ State _____ Zip _____

Please indicate whether address/phone information is for person's home or school/business. Home ____ Business ____

3. Name _____ Telephone(____) _____
School/Business _____ Title _____
Mailing Address _____
City _____ State _____ Zip _____

Placement Bureau / College Placement papers: _____

I hereby certify that the information in this application packet is to the best of my knowledge true, accurate and complete. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application or termination of employment. I understand that this application packet becomes the property of the Diocese of Tulsa Catholic Schools which reserves the right to accept/reject it, and I further agree to observe all rules, regulations, and policies of the same if employed.

SIGNATURE

DATE

TYPED / PRINT FULL NAME

Return applications to:

St. Mary Preschool
Attn: Preschool Director
1347 E 49th Place
Tulsa, OK 74105
