
APPLICATION FOR EMPLOYMENT
MERIDIAN TECHNOLOGY CENTER
1312 South Sangre Road
Stillwater, OK 74074-1899
405/377-3333

(Return to the Personnel Department)

An Equal Opportunity Employer:

It is the policy of Meridian Technology Center to provide equal opportunities without regard to race, color, religion, origin, gender, age, marital or veteran status, or disability in its education programs, activities, admissions, services, financial aid and employment.

Instructions:

1. Please complete all information requested. Information provided will be considered confidential.
2. If an item does not apply, please write the letters N/A for inot applicable.†

(This application will remain in our active file for at least one year unless otherwise notified.)

DATE: _____ **Position for which applying:** _____

PERSONAL DATA:

Name _____ Soc. Sec. No. _____
(last) (first) (middle) (optional)

Address _____
(street or box no.) (city) (state) (zip)

Home phone (_____) _____ Business phone (_____) _____

Cell phone (_____) _____ E-mail address _____

Are you authorized to work in the U.S. on an unrestricted basis? Yes _____ No _____

Have you previously filed an application with Meridian Technology Center? Yes _____ No _____

Have you ever been employed by Meridian Technology Center? Yes _____ No _____

If so, when and in what capacity? _____
(year) (job title)

Can you perform the requirements of this job? Yes _____ No _____

If no, please explain: _____

TYPE OF EMPLOYMENT DESIRED: (check appropriate area(s) below and list your specialties)

Do You Want:

_____ Full Time	_____ Part Time	_____ Administration	_____ Instructor
_____ Substitute	_____ Adult Evening	_____ Counselor	_____ Teaching Assistant

Areas of Specialty: _____

Minimum Salary Requirements: _____

TYPES OF CERTIFICATES: (Required for full-time instructors or administrators only. Copy MUST be attached in order for application to be considered.)

Do you hold a current teaching and/or administrative certificate? _____ Yes _____ No

State _____ Expiration date _____
(Month, Day, Year)

Type of certificate _____ Kind of certificate _____

Other certificates held _____

EDUCATION AND TRAINING: (For a full-time teaching position, the application MUST have an official transcript in order to be considered.)

Type of School	Name and Address of School	Course of Study	No. of Years Completed	Did You Graduate?	Type of Degree Diploma or Certificate
High School (Last Attended)	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
All Vocational Schools, Technical Institutes and Junior Colleges	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
All Colleges or Universities	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other Training Including Military Schools and Equivalency Diplomas	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

List other educational preparation pertinent to the position(s) for which you are applying (institutes, seminars, etc.).

Present Employer _____
(Company) (Phone)

Address _____

Position Held _____ From _____ To _____

Duties and Responsibilities _____

Name and Title of Supervisor _____

Reason for Wanting to Change Jobs _____

Starting Salary _____ Ending Salary _____

Previous Employer _____
(Company) (Phone)

Address _____

Position Held _____ From _____ To _____

Duties and Responsibilities _____

Name and Title of Supervisor _____

Reason for Wanting to Change Jobs _____

Starting Salary _____ Ending Salary _____

Previous Employer _____
(Company) (Phone)

Address _____

Position Held _____ From _____ To _____

Duties and Responsibilities _____

Name and Title of Supervisor _____

Reason for Wanting to Change Jobs _____

Starting Salary _____ Ending Salary _____

Previous Employer _____
(Company) (Phone)

Address _____

Position Held _____ From _____ To _____

Duties and Responsibilities _____

Name and Title of Supervisor _____

Reason for Wanting to Change Jobs _____

Starting Salary _____ Ending Salary _____

We may contact the employer listed on the previous page unless you indicate below those you do not want us to contact:

DO NOT CONTACT:

Employer _____

Reason _____

Employer _____

Reason _____

List extracurricular activities in which you have participated as a:

Student _____

Teacher _____

List any awards, honors, publications, special skills or hobbies. _____

How did you find out about this opening? _____

LEGAL INFORMATION:

Have you ever been terminated or recommended for termination from your current or previous position?

_____ If yes, why? _____

As an educational institution, Meridian Technology Center has a responsibility to its students and public. Therefore, we conduct reference and background checks on selected applicants. Do we have your approval to conduct such checks? _____ Yes _____ No

READ CAREFULLY BEFORE SIGNING:

THE INFORMATION AS SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSIFICATION OF ANY INFORMATION SUBMITTED ON THIS APPLICATION CAN BE CAUSE FOR DISMISSAL FROM SERVICE.

Date

Signature of Applicant