



The Advanced Science and Technology Education Center
ASTEC, Inc./ASTEC Charter Schools

Employment Application Materials

2401 NW 23rd Street, Suite 3
Oklahoma City, OK 73107
PH. 405.947.6272 FAX 405.947.0035
www.astec-inc.org

Thank you for your interest in ASTEC Charter Schools. Please complete the following information and attach a current resume and copy of your Oklahoma or other state Teaching Certificate, or evidence of participation in the OK Alternative Certification program. All new employees MUST have the following documents completed and in their file PRIOR to their first day of employment.

- _____ Application
- _____ Resume
- _____ Reference Sheet
- _____ Copy of Certification or other papers
- _____ Transcript
- _____ Technology Assessment
- _____ 20__ W-4
- _____ I-9
- _____ Copy of Drivers License
- _____ Copy of Social Security Card
- _____ Proof of clearance/National OSBI Background Check
- _____ Direct Deposit Form/cancelled check
- _____ 20__ Signed Contract
- _____ 20__ Signed Contract Calendar
- _____ Emergency Contact Information Sheet
- _____ General Notice of COBRA Continuation Rights

In addition, the following must be on file prior to September 1

- _____ Insurance Plan Choices
- _____ American Fidelity Plan Choices
- _____ Signed Payroll Deduction Authorization
- _____ Signed Employee Handbook and Technology Use Agreements
- _____ Classroom, Materials, Books and Computer Inventory

Applicant Name _____

Position _____

Date of Application _____

Application for Employment – Faculty Position

NAME:	<i>Last</i>	<i>First</i>	<i>Middle</i>
PRESENT ADDRESS:	<i>Street</i>		<i>Apt. No.</i>
PERMANENT ADDRESS:	<i>City</i>	<i>State</i>	<i>Zip</i>
	<i>Street</i>		<i>Apt. No.</i>
SOCIAL SECURITY NUMBER:	<i>City</i>	<i>State</i>	<i>Zip</i>
	-	-	
		DAYTIME PHONE NUMBER: () -	
TEACHING CERTIFICATE NUMBER:		E-MAIL ADDRESS:	@

Certification

STATE	TYPE OF CERTIFICATE	SUBJECTS COVERED	EXPIRATION

INCLUDE A COPY OF ANY TEACHING CERTIFICATE YOU CURRENTLY HOLD OR HAVE HELD. IF YOU DO NOT HOLD A VALID OKLAHOMA TEACHING CERTIFICATE, HAVE YOU APPLIED FOR ONE? **Y** **N** IF **YES**, WHEN? _____

Test Results

SUBJECT	SCORE	DATE PASSED

INCLUDE A COPY OF YOUR RESULTS

Student Teaching

(IF YOU HAVE TAUGHT FOR LESS THAN 5 YEARS)

NAME OF SCHOOL	ADDRESS	NAME OF SUPERVISING TEACHER/PRINCIPAL	GRADE/SUBJECT	DATE COMPLETED

Military Experience

BRANCH OF SERVICE	DATES OF SERVICE	LENGTH OF SERVICE MONTH/YEARS		HIGHEST RANK	TYPE OF DISCHARGE
		<i>From</i>	<i>To</i>		

INCLUDE A COPY OF DISCHARGE PAPERS

Other Work Experience

POSITION	EMPLOYER	ADDRESS	DATES OF EMPLOYMENT	
			<i>From</i>	<i>To</i>

Awards and Professional Organizations

DESCRIPTION OF AWARD OR PROFESSIONAL ORGANIZATIONS	DATES

DATE AVAILABLE FOR EMPLOYMENT _____

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? YES ___ NO ___

HAVE YOU PREVIOUSLY BEEN EMPLOYED WITH ASTEC, INC.? YES ___ NO ___

WHAT LED YOU TO APPLY? (I.E. CAMPUS RECRUITING, OFFICE INTERVIEW, ETC.) _____

HOW MANY DAYS WERE YOU ABSENT FROM WORK LAST YEAR? _____ PRIMARY REASON _____

ARE YOU PRESENTLY UNDER A TEACHING CONTRACT? YES ___ NO ___

IF YES, PLEASE GIVE THE NAME OF THE SCHOOL SYSTEM _____ DATE YOUR CONTRACT EXPIRES _____

HAVE YOU EVER FAILED TO HAVE A CONTRACT RENEWED? YES ___ NO ___

IF YES, ATTACH EXPLANATION

HAVE YOU EVER HAD A TEACHING CREDENTIAL DENIED, REVOKED, OR SUSPENDED IN ANY STATE? YES ___ NO ___

IF YES, ATTACH EXPLANATION

HAVE YOU EVER PLEADED GUILTY TO OR BEEN CONVICTED OF ANY OFFENSE RELATING TO THE POSSESSION OR DISTRIBUTION OF ILLEGAL DRUGS? YES ___ NO ___ IF YES, PROVIDE A COMPLETE EXPLANATION INCLUDING DATE OF PLEA OR CONVICTION, COUNTY, AND STATE OF PLEA OR CONVICTION, AND DISPOSITION OF PLEA OR CONVICTION.

HAVE YOU EVER BEEN CONVICTED OF ANY OTHER FELONY OR MISDEANOR OTHER THAN MINOR TRAFFIC OFFENSES?

YES ___ NO ___ IF YES, ATTACH AN EXPLANATION GIVING DATE, PLEACE, CHARGE, AND DISPOSITION.

IN YOUR OWN HANDWRITING, BRIEFLY DISCUSS YOUR PHILOSOPHY OF EDUCATION: _____

NAME OF PERSON TO NOTIFY IN AN EMERGENCY _____ PHONE _____

ADDRESS _____