



# MERCY SCHOOL

3840 N. St.Clair Ave. | Oklahoma City | OK 73112 | Tel: (405) 946-3729 | Fax (405) 946-1227

## STAFF APPLICATION

### PERSONAL DATA

Please Print Clearly

Current Date: \_\_\_\_\_ Date Available for Employment: \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current Address \_\_\_\_\_  
Number Street City State Zip

Current Address Temporary Until \_\_\_\_\_ Current Telephone \_\_\_\_\_  
Number \_\_\_\_\_ Date (Area Code) Number

Permanent Home Address \_\_\_\_\_  
Street Number City State Zip

Home Telephone \_\_\_\_\_  
Email \_\_\_\_\_ @ \_\_\_\_\_

Person to be notified in case of an emergency \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_  
Street Number City State Zip

### EMPLOYMENT PREFERENCE

Type of Application: a. Full Time      b. Part-Time      c. Either a or b

Kind of Employment: Check only areas for which you qualify and would accept employment.

\_\_\_\_ Elementary Teacher: Grade level preference: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

\_\_\_\_ Arabic Language Teacher    \_\_\_\_ Quran Teacher    \_\_\_\_ Islamic Studies Teacher    \_\_\_\_ PE Teacher

\_\_\_\_ Other \_\_\_\_\_

Certification Areas \_\_\_\_\_ Not Certified \_\_\_\_\_



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## EDUCATIONAL BACKGROUND

Name and Address of School or Institution	Degree Received	Year of Completion	Major
High School			
Colleges/Universities			
Undergraduate Cumulative GPA _____		Graduate Cumulative GPA _____	

## PERSONAL REFERENCES

Do not include former employees or relatives

Name and Occupation	Address	Telephone

## SUMMARY OF QUALIFICATION

In the space below, please list the skill, experiences, or qualifications that will make you successful as an employee of Mercy School




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## POSITION RELATED WORK EXPERIENCE

List in order, last or present employer first. IF THERE IS ANY EMPLOYER YOU DO NOT WISH US TO CONTACT, PLEASE PLACE A NOTICE ON THE REFERENCE.

Dates Month/Year	Name/Address of Employer	Rate of Pay Per Hour	Supervisor's Name Title/Phone#	Reason for Leaving
From		Start		
To		Finish		
Job Title	Describe in detail the work you did			

Dates Month/Year	Name/Address of Employer	Rate of Pay Per Hour	Supervisor's Name Title/Phone#	Reason for Leaving
From		Start		
To		Finish		
Job Title	Describe in detail the work you did			

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From		Start		
To		Finish		
Job Title	Describe in detail the work you did			

## MILITARY SERVICE

Have you served in the armed forces? No Yes If yes, which branch?

Dates of duty from to Rank at time of discharge:

Were your duties in the service applicable to the position for which you are applying? Please explain:



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## BRIEF ESSAY (explain briefly the importance of an Islamic School for Muslims)


## NOTICES TO APPLICANT

Mercy School Institute does not discriminate in employment policies regarding selection, transfer, promotion, termination, compensation, or other benefits on the basis of race, creed, national origin, color, religion, age, disability, or sex.

Mercy School Institute is an equal opportunity/affirmative action employer.

Mercy School Institute’s tobacco-free work policy.

The acceptance of an application is not a promise of employment.

Your application will remain active throughout the current school year.

Staff, upon notification of employment, will be asked to sign an agreement that they will abide by the Mercy School Dress Code and Conduct for Teachers and Staff

## THANK YOU

May Allah reward you for your interest in employment with Mercy School Institute. We appreciate the time you have spent preparing this application.

## IMPORTANT AUTHORIZATION AND CERTIFICATION

I authorize Mercy School Institute to contact the persons and organizations named by me on this application form or on any attachments to this application for the purpose of obtaining confidential references.

I certify that to the best of my knowledge the facts set forth in this application are accurate and complete, and I understand that intentional falsification or omission could be grounds for dismissal.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\\_\_\_\_\\_\_\_\_