



# BROKEN ARROW PUBLIC SCHOOLS 2013 SUMMER WORK REQUEST - SECONDARY

## COMPLETE AND SUBMIT TO HUMAN RESOURCES

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Present Assignment: Site: \_\_\_\_\_ Position: \_\_\_\_\_

Requested Summer School Position: \_\_\_\_\_

Position Type:  Summer School Clerical  Summer School Certified Teacher  
 Summer School Counselor

Summer Session: June:  AM  PM  
July:  AM  PM

### TEACHING INFORMATION

OK Teaching Certificate Number: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Highest Degree held:

### QUALIFICATIONS

Please list the qualifications and training that you have for the position requested:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**YOU WILL BE CONTACTED BY HIRING MANAGER ABOUT THE STATUS OF YOUR REQUEST**

Broken Arrow Public Schools Human Resources Department 701 South Main Street Broken Arrow, OK 74012

Phone: 918.259.5704 Fax: 918.258.0493 Email: [astout@baschools.org](mailto:astout@baschools.org)