

The logo for Harding Fine Arts Academy features the word "harding" in a large, black, serif font. Above the letter "i" is a red brushstroke graphic. Below "harding" are the words "FINE ARTS ACADEMY" in a smaller, black, sans-serif font.

# harding

FINE ARTS ACADEMY

3333 N. Shartel, Oklahoma City, OK 73118  
(405)702-4322 FAX. (405)601-0904

Dear Applicant:

Thank you for your interest in becoming a substitute teacher for Harding Fine Arts Academy. The requirements for becoming a substitute teacher are listed below.

- Application completed and signed
  - Criminal History completed (*See reverse for instructions*)
  - Copy of a current or prior teaching Certificate or Licensure, if available.
  - Two forms of Identification (i.e.) Driver's License or State ID card, AND social security card or birth certificate, or passport- (*All forms of identification must be copied on site*).
  - Payroll Information, completed after approval \*
    - W-4 Form
    - I-9 Form
    - Direct Deposit Form
- \* Payroll and direct deposit forms can be obtained from the Harding Fine Arts Academy Administration Office.

Your application will not be considered complete until all of the above information has been submitted. After your application is received, please allow 2 weeks for it to be processed. If your application is approved, you will be contacted by e-mail.

Certified substitute teachers are paid \$80 per day; non-certified \$65.  
Payroll disbursements are made on the 20<sup>th</sup> day of the month for days worked month prior.

Completed applications can be brought or sent to:  
Harding Fine Arts Academy, Substitutes  
3333 N Shartel Ave  
Oklahoma City, OK 73118

Thank you again for your interest in Harding Fine Arts Academy.

If you have questions, please contact Business Manager, Mrs. Michaela deBrugge (mdebrugge@hfaaokc.org) or Principal, Barry Schmelzenbach (bach@hfaaokc.org)



## National Criminal History Record Check

The Oklahoma Legislature has passed a law that requires all new employees of school districts including substitutes, hired after July 1, 2010 to be fingerprinted in order to complete an Oklahoma State Bureau of Investigation national criminal history record check.

To comply with the new law, you will need to complete the attached Criminal History Record Check. After completing the application, you are required to take the application to the State Department of Education 2500 N Lincoln Blvd, room 212. You will then, be required to pay for the cost of the OSBI search and finger printing, which is \$59.00. SDE will take a personal check, cashier's check, or money order made out to Morphotest (Please include phone number on check/money order). They also accept Credit Card with prior authorization & confirmation number (*Please check the application for more info on Credit Card authorization*). Picture ID required at time of live scan.

If you have completed a Criminal History check in the past 12 months or have a current check on file at another school district, please contact the Oklahoma State Department of Education and request a copy be sent to Harding Fine Arts Academy.

Harding Fine Arts Academy, Substitutes  
3333 N Shartel Ave  
Oklahoma City, OK 73118  
Fax: (405)601-0904  
Email: [substitute@hfaaokc.org](mailto:substitute@hfaaokc.org)

New substitutes will not be hired until the background investigation from the State Department of Education has cleared.



3333 N Shartel Ave  
Oklahoma City, OK 73118  
Phone: 405-702-4322  
Fax: 405-601-0904  
hardingfinearts.org

# Substitute Teacher Application

Today's Date:

Date you can start:

How early in the morning may you be called?

How late in the evening may you be called?

## FOR OFFICE USE ONLY

Date R'evd \_\_\_\_\_

OBI R'evd \_\_\_\_\_

OK Cert. \_\_\_\_\_

W-4 Form \_\_\_\_\_

I-9 Form \_\_\_\_\_

ID(2x) \_\_\_\_\_

IPERS \_\_\_\_\_

Direct Deposit \_\_\_\_\_

## Personal Information

Name:								
Address:								
City:					State:			
Zip Code:								
Primary Phone	(		)	-	Secondary Phone:	(		)
E-mail Address:								
Date of Birth:					Social Security No:			

## Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School or GED			
College Bus. or Trade School			
Professional School			
Other			

## Certification/Licenses

State	Type	Endorsement	Certificate/Folder #	Issue Date	Expiration Date

List any special skills, experience, or relevant organizational affiliations:

In addition to your major and minor fields, in what classes/courses are you willing to substitute?

Please mark positions you will take. If you do not mark anything it will be assumed you will *not* fill that position and those jobs will not be available to you.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Art                               | <input type="checkbox"/> Language Arts/English/Reading    | <input type="checkbox"/> Special Education Teacher |
| <input type="checkbox"/> Band/Vocal/Orchestra/Guitar/Piano | <input type="checkbox"/> Social Studies/History/Economics | <input type="checkbox"/> Foreign Language          |
| <input type="checkbox"/> Dance                             | <input type="checkbox"/> Math                             | <input type="checkbox"/> PE/Health                 |
| <input type="checkbox"/> Drama                             | <input type="checkbox"/> Science/Biology/Chemistry        |  |
| <input type="checkbox"/> Photography/Videography           | <input type="checkbox"/> Computer Science                 |  |

Continue on the next page

# Previous Employment

Are you presently employed?  yes  no

If not, please explain:

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Have you ever been employed by Oklahoma City Public Schools District?  yes  no

If so, please indicate dates of employments and position:

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## 1. (Most Recent)

Name of Employer:

--

Complete Address:

--

Phone #:

--

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

--

Dates of employment:

From:

--

To:

--

Name of last supervisor:

--

## 2.

Name of Employer:

--

Complete Address:

--

Phone #:

--

May we contact your employer:  yes  no

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

--

Dates of employment:

From:

--

To:

--

Name of last supervisor:

--

## 3.

Name of Employer:

--

Complete Address:

--

Phone #:

--

May we contact your employer:  yes  no

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

--

Dates of employment:

From:

--

To:

--

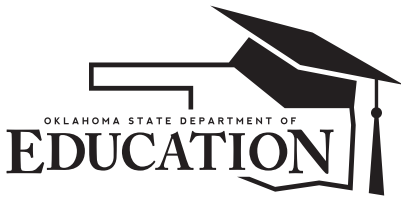
Name of last supervisor:

--

## Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

It is the policy of Harding Fine Arts Academy not to discriminate on the basis of race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, veteran status, disability, or socioeconomic status in its educational programs, activities, or employment practices.



## Application for National Criminal History Record Check

Choose One:  Teaching Certificate  School Employment

**➤ PART I: PERSONAL INFORMATION OF APPLICANT**

**\*Picture ID required at Time of Live Scan**

In accordance with 70 O.S. § 5-142, the State Board of Education requests criminal history information on:  
 (Please type or print plainly in ink, do not use pencil. Scratch outs, markovers, or whiteouts are not allowed.)

Name (Print) \_\_\_\_\_  ID Verified – OSDE Use Only

Also Known As (AKA) or Maiden Name (if applicable) \_\_\_\_\_ School District Code 55/E010

Date of Birth \_\_\_ / \_\_\_ / \_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_ Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

**➤ PART II: SUPERINTENDENT'S REQUEST FOR CRIMINAL HISTORY RECORD CHECK**

Substitute Teacher	Sex Offender Check
<small>(Position Sought or Held)</small>	
Harding Fine Arts Academy	
<small>(School District)</small>	
3333 North Shartel Ave	<b>SDE or OSBI USE ONLY</b>
<small>(School District Address)</small>	
Oklahoma City, OK 73118	Violent Offender Check
<small>(City, State, Zip Code)</small>	
Michaela deBrugge	
<small>(Superintendent or Designated Personnel)</small>	
(405) 702-4322	<b>SDE or OSBI USE ONLY</b>
<small>(School District Telephone Number)</small>	<small>(Date)</small>

**➤ PART III: SUBMISSION TYPE AND PAYMENT – CHOOSE OPTION 1,2 OR 3 ( CASH NOT ACCEPTED)**

**OPTION 1 Electronic Livescan at OSDE Satellite Sites – \$59 ➤ 7 Business Days ◀**

Please have this form available and visit [www.l1enrollment.com](http://www.l1enrollment.com) or call (877) 219-0197 to schedule your fingerprint appointment at a nearby enrollment center. Payment can be made during your appointment or online when scheduling.

Credit Card, Money Order or Check (certified, business or personal - payable to "L-1")

L-1 District Billing Account Number : \_\_\_\_\_

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**OPTION 2 Electronic Livescan at OSDE or Ink Card Submission to OSDE – \$59 ➤ 7 Business Days ◀**

Money Order or Check (attach a certified, business or personal check - payable to "Morphotest")

Credit Card Confirmation Number \*\* : \_\_\_\_\_

\*\* call (877) 219-0197 to charge by phone and receive your confirmation number

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**OPTION 3 Ink Card Submission to OSBI – \$45 ➤ Up to 6 Weeks ◀ (For School Employment Only)**

Money Order or Check (attach a certified, business or cashier check – payable to "OSBI")

OSBI Approved Billing Account Number : \_\_\_\_\_

**➤ PART IV: STATE DEPARTMENT OF EDUCATION USE ONLY**

**Revised March 2012**

The undersigned certifies the State Board of Education has received this application from an approved requester.	Criminal Charges (Felonies and Misdemeanors)
Fingerprint/Background Research Coordinator, Professional Standards _____ DATE _____	<b>SDE or OSBI ONLY</b>

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## INSTRUCTIONS

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### National Criminal History Record Check for Employment Purposes

A board of education shall request such information for any person seeking employment with the school. Districts are required to have designated staff for requesting and reviewing such information on file at the Oklahoma State Department of Education. The forms for conducting searches, *Application for Criminal History Record Check* and/or *Fingerprint Cards*, may be requested from the Teacher Certification section at the address listed below or downloaded at <http://sde.state.ok.us/Teacher/ProfStand/pdf/AppCriminalHist.pdf>. Applications not completely and legibly filled out, or with scratchouts, markovers, or whiteouts will be returned to the school district for corrections. The applicant gives consent for background check by filing out and submitting this application.

#### OPTIONS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK

##### OPTION 1 - OSDE SCANNING OF FINGERPRINTS IN PERSON AT SATELLITE SITES

➤ 7 Business Days to Process ◀

➤ Satellite Sites are Appointment Only Locations ◀

\$59 payable by credit card, school check, personal check or money order.

- Please have this form available and visit [www.l1enrollment.com](http://www.l1enrollment.com) or call (877) 219-0197 to schedule your fingerprint appointment at a nearby enrollment center. Payment can be made during your appointment or online when scheduling. For school employment background checks the districts need to provide the applicant with the school district number. This code is the county and district number combined.

##### OPTION 2 - OSDE SCANNING OF FINGERPRINTS IN PERSON OR SUBMISSION OF INK CARDS AT OSDE

➤ 7 Business Days to Process ◀

➤ Walk-in basis at OSDE for Livescan ◀

\$59 payable by credit card, school check, personal check or money order.

- Money order, school check or personal check payable to U . Please in .
- Credit card payable online by visiting [www.l1enrollment.com](http://www.l1enrollment.com) or to charge by telephone, call 877-219-0197 for a confirmation number.
- Picture ID required at time of live scan.

##### OPTION 3 - SERVICE CHARGE FOR OSBI FINGERPRINT CARD PROCESSING

➤ 4 to 6 Weeks to Process ◀

\$45 payable by school purchase order number, certified check, school check, cashier's check, or money order (public or private schools) payable to the Oklahoma State Bureau of Investigation. Only public schools and private schools with approved billing accounts at the OSBI may use school purchase orders. THE OSBI WILL NOT ACCEPT PERSONAL CHECKS OR CASH.

- If paying by school purchase order, please include the purchase order number on the line provided in **Part III**. School districts using a purchase order number will receive a monthly billing statement from the Oklahoma State Bureau of Investigation; do not include payment with the search requests.
- The local school district has the option of reimbursing employees the cost of the background check. However, if a person is already employed by a district at the time the background check request is made, the district shall promptly reimburse the employee in full for the fee unless the person was employed pending receipt of the criminal history information check.

1. **Results of Criminal History Check.** Results are returned to the State Department of Education. Each set of results will be forwarded to the designated personnel of the local school district by the Teacher Certification Section. According to Senate Bill 1673, personnel authorized by the district to receive and review a National Criminal History Record Check (NCHRC) must have a NCHRC on file with the district and a compliance form on file with the Oklahoma State Department of Education.

2. **Employment Decisions Based on Criminal History Information.** State law authorizes the State Department of Education to request from the OSBI and/or FBI criminal history information on applicants for school employment on behalf of a local school district. Once information is forwarded to the local school district, the local board of education is responsible for researching any arrests, charges, and/or convictions that may appear on the reports received from the OSBI and/or the FBI, and for making hiring decisions based upon the information received. Per HB 1418, temporary employment of a prospective employee shall terminate after 60 days unless the district receives results of the NCHRC.
3. **Substitute Teachers.** Any person applying for employment as a substitute teacher shall be required to have a NCHRC for the school year. However, a district may choose whether to require a NCHRC if the person was employed by the district in the last year. Any person applying to substitute teach in more than one district shall, upon that person's request, have the NCHRC sent to any other districts where they have applied to substitute teach. Any person employed as a full-time teacher in an Oklahoma school district in five years preceding their application to substitute teach may not be required to have a NCHRC, if the teacher produces a copy of a NCHRC completed within the preceding five years and a letter from the district where the teacher was last employed stating the teacher left in good standing.

Mail information to: Oklahoma State Department of Education  
Teacher Certification Section, Room 212  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105-4599  
Telephone: (405) 521-3337