



Mike Eubank
Superintendent

Denny Prince
Deputy Superintendent

Randy Henderson
Director of Full Time Programs

Dallas Krout
Director of Student Services

Karen Hemmerling
Program Director

Wade Jarlsberg
BIS Director

APPLICATION FOR EMPLOYMENT

Position Applied for: Program Specialist - Short-Term Adult Courses

Date: 01/20/2022

MID-AMERICA TECHNOLOGY CENTER considers all applicants for employment without regard to race, color, religion, gender, national origin, age or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. This includes, but is not limited to admissions, employment, financial aid, and educational services. In addition, MID-AMERICA TECHNOLOGY CENTER complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. MID-AMERICA TECHNOLOGY CENTER also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. Mike Eubank is the Coordinator of MID-AMERICA TECHNOLOGY CENTER's effort to assure nondiscrimination.

Name Chris Willoughby

Address 22622 Walnut Creek Trls. City Purcell State Ok Zip 73080

Phone (405) 630-8858 Other Phone(s) _____ E-mail cwilloughby405@gmail.com

How did you hear about this opening? Teachers Meeting/ In-house posting

Have you ever been employed by Mid-America? YES NO If yes, when? YES, currently

State name(s) of any relative(s) in our employ, and your relationship to them: Tammy Roberts, Aunt-in-law

Are you over the age of 18? YES NO If not, state your age and birth date: YES

Do you want to work (circle one) FULL-TIME? PART-TIME? If part-time, specify days and hours you can work: _____

Do you want to work on a temporary basis? YES NO If yes, state limitations on when you would be available to work: Full Time

Date you can begin to work: unknown Salary desired: _____ Are you willing to work overtime: YES NO

Are you able to perform the essential functions of the position for which you have applied, with or without reasonable accommodation? YES NO

Have you ever been convicted of a crime? YES NO If yes, state nature of offense, when, where, and nature of the case.* NO

* A conviction record will not necessarily be a bar to employment. This information will be used for job related purposes and only to the extent permitted by applicable law.

Federal laws require that employers hire only individual who are authorized to be lawfully employed in the United States, in compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization, upon employment.

Are you authorized to work for all employers in the United States on a full-time basis, or only for your current employer?

All employers ☒

Current employer only ☐

RECORD OF EDUCATION

NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?	CERTIFICATE, DIPLOMA, OR DEGREE EARNED
Oklahoma State University	Secondary Education/Science	two	Yes	B.S.
Tulsa Community College	General Ed./liberal arts	two	Yes	A.S.

MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces? YES NO If Yes, list any job-related duties in the service, including special training that is relevant to the position for which you have applied. NO

SKILLS, LICENSES, and/or Trade/Professional CERTIFICATIONS (that you believe are related to the job for which you are applying, and specifically qualify you to work at MID-AMERICA):
CPR Trainer, Forklift operator, Safety Training, Basic welding, CADD training, Oklahoma Teaching Certificate

MEMBERSHIPS, AWARDS, ADDITIONAL TRAINING

Please list job-related memberships, awards, or training that you believe qualify you for the position for which you are applying. Please do not include any job-related memberships, awards, or training which may tend to indicate the applicant's gender, age, race, national origin, religion, disability, or status as a Vietnam-era or special disabled veteran.

ADDITIONAL INFORMATION

Additional information about yourself that you believe would be helpful in appraising your qualifications for the position for which you are applying:

I currently coordinate over 100 individual's daily tasks, and have done so for the past 17 years. For the last year and a half I have helped supervise evening classes for this position, and have developed a good report with students and teachers. In addition I have experience working in offices, shops, medical retail, and farms as well.

PRIOR WORK HISTORY

(List in order, last or current employer first. Please account for any gaps in your employment.)

DATES FROM/TO:	NAME, ADDRESS AND TELEPHONE NUMBER OF EMPLOYER	PAY RATE BEGINNING /FINAL	SUPERVISOR'S NAME/TITLE	WORK PERFORMED/REASON FOR LEAVING
2006/present	Mid-America Technology Center	25,000/66,000	Karen Hemmerling	Teach Science for credit, schedule class times and work load, and asses.
				Reason for leaving, only to expand my abilities, and help another part of
				the school flourish. I think this position is a great place to do so.
2005/2006	Purcell Elementry	22,000	Tammy Dillard	Assist teachers, monitor students, drive buses, substitute, and other duties
2004/2005	Bridgecreek Public School	28,000	Bruce Wadell	Teach middle and high school life science. Monitor classes, develop
				lessons, asses, and all other duties necessary.

REFERENCES

NAME	ADDRESS	TELEPHONE	E-MAIL	TITLE/POSITION
David Starchman	Norman	405-420-3729	dstarchman@gmail.com	Software engineer
Lynn Schurman	Lexington	405-623-7478	lschurman@matec.edu	Equine teacher
Josh Vaughn	OKC	405-615-6542	joshvs.email@gmail.com	Graphic Designer, OKC Chamber of Comm
Erine Richardson	Purcell	405-238-1731	erichardson@matech.edu	CADD Teacher
Johnny Tyler	Maysville	405-207-4234	jtyler@matech.edu	Head of Maintenance

PRE-EMPLOYMENT STATEMENT

(Please read carefully and sign the statement below)

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or if employed, termination from MID-AMERICA TECHNOLOGY CENTER's employ. I further certify that I, the undersigned applicant have personally completed this application.
2. Any offer of employment I may receive from MID-AMERICA TECHNOLOGY CENTER is contingent upon my successful completion of MID-AMERICA TECHNOLOGY CENTER's total pre-employment screening process, including MID-AMERICA's receipt of references that it considers satisfactory, and my satisfactory completion of any post-offer pre-employment medical examination that MID-AMERICA TECHNOLOGY CENTER may require. I also agree, if employed, to submit to a medical examination at any time MID-AMERICA TECHNOLOGY CENTER requests, in accordance with any applicant law. I hereby consent to having the results of any post-offer pre-employment or post-employment medical exams I may be required to take disclosed to MID-AMERICA TECHNOLOGY CENTER.
3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and / or drugs. I also understand and agree that, if employed, I may be required to submit to alcohol or drug screening at any time at the discretion of MID-AMERICA TECHNOLOGY CENTER. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to MID-AMERICA TECHNOLOGY CENTER.
4. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work, performance, abilities, and other qualities pertinent to my qualifications for employment. I further authorize my present and former employers and those individuals I have listed as personal references to disclose to MID-AMERICA TECHNOLOGY CENTER any and all letter, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release MID-AMERICA TECHNOLOGY CENTER, my present and former employers and those individuals I have listed as personal references from any and all claims, demands, or liabilities arising out of or in any way related to such investigations or disclosure.
5. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of MID-AMERICA TECHNOLOGY CENTER. I understand nothing contained in this application or conveyed to me during any interview which may be granted is intended to create an employment contract, express or implied, between me and MID-AMERICA TECHNOLOGY CENTER. I further understand that no administrator or representative of MID-AMERICA, other than the Superintendent, subject to the approval of the Board of Education, has any authority to enter into any agreement with me for employment with MID-AMERICA TECHNOLOGY CENTER, and that any such agreement, if any, shall be in writing, signed by the Superintendent and approved by the Board of Education.
6. I understand that if offered employment, I will, as a condition of my employment, be required to submit proof of my identity and legal right to work in the United States on or before my first day of employment.
7. If the position for which I have applied requires driving an automobile or a school bus in the course of work, I understand that I will be required to possess a current, valid, and appropriate Oklahoma drivers license or a school bus license, and I understand that I may be required to provide a copy of my driving record and proof of insurance.
8. I have reviewed the essential job functions of the position applied for, and hereby certify that I am able to do them with or without a reasonable accommodation.
9. In processing my application for employment, I understand that MID-AMERICA TECHNOLOGY CENTER may obtain or have prepared a consumer or investigative report for employment purposes, concerning my prior employment, military record, education, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, criminal background, or mode of living. I understand that upon written request to MID-AMERICA TECHNOLOGY CENTER, I will be informed whether an investigative consumer report was requested, and given full information as to the nature and scope of this investigation. (I understand that an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics, or mode of living, is obtained through personal interviews with neighbors, friends or associates with whom I am acquainted.) By signing below, I am authorizing MID-AMERICA TECHNOLOGY CENTER to obtain a consumer or investigative consumer report on me as a part of MID-AMERICA TECHNOLOGY CENTER's pre-employment background screening process. If I am offered employment by MID-AMERICA TECHNOLOGY CENTER, I further authorize MID-AMERICA TECHNOLOGY CENTER to obtain additional consumer reports on me for employment purposes at any time during my employment. By my signature below, I also acknowledge that MID-AMERICA TECHNOLOGY CENTER has provided me with a summary of my rights under the Federal Fair Credit Reporting Act.
10. I understand that the request for the information above will be used to acquaint MID-AMERICA TECHNOLOGY CENTER with my qualifications for employment, and does not in any way constitute an offer of employment.

My signature below certifies that I have read and understand this Pre-employment Statement and agree to the terms and conditions outlined herein.

Chris Willoughby

Printed Name of Applicant

Signature of Applicant

Date

22622 Walnutcreek Trls.
Purcell, Ok 73080
(405) 630-8858
cwilloughby405@gmail.com

Christopher Willoughby

SKILLS

For the past 15 years I have been developing and curating the scope and sequence of my biology and anatomy science classes. For the past four and a half I have been modifying this curriculum to go online to not only be convenient for me and my students, but reach a multitude of learning styles in a convenient way. In the most recent months I have also been leading some of my colleagues in developing online classes, both for a more streamlined classroom, and distance learning. One of my skills is putting together the correct amount of information to present in a low pressure, concise, and timely manner, to meet the needs of the target audience. Recently I have been able to guide other teachers at my career technology center in optimizing existing lessons, and skills for use in distance learning as well as coming up with ideas outside the box to meet requirements of jobs, and situations to achieve the desired results.

EXPERIENCE

Mid America Technology Center, Wayne, Ok.— *Evening supervisor*

August 2020-Present

- Coordinate evening adult programs, providing assistance to instructors and students, when necessary.
- New student orientation.
- Troubleshoot problems when they arise in the classroom.

Mid America Technology Center, Wayne, Ok.— *Science teacher*

July 2006-Present

- Help coordinate distance learning objectives, lessons, delivery, and assessment.
- Develop and Implement curriculum for both traditional, blended , distance and learning.
- Monitor, Assess, Document, and Redirect as needed both adult and minor students
- Develop and Implement Continuing Education Reports/Presentations for Peers including distance learning.
- CPR instructor.
- Bus driver

Mid America Technology Center, Wayne, Ok.— *Evening Instructor*

July 2006-Present

- Microsoft Windows and Office evening adult class teacher.
- Google suite evening adult class teacher.
- NIMMS training.
- Drone flight, and regulations.

Purcell Elementary — *Teachers Assistant*

August 2005-June 2006

- Assist in the development and implementation of lesson plans, student redirection, and assessment.
- Bus Driver.
- Substitute teaching.

Bridge Creek Public Schools — *Science Teacher*

August 2004-July 2005

- Develop and Implement a Curriculum for Middle and High School Life Sciences
- Golf Instructor

EDUCATION

Oklahoma State University, Stillwater, Ok. — *B.S. Secondary Education/Science*

August 2001 - May 2003

I received a degree in secondary life science education, as well as a microsoft education certification.

Tulsa Community College, Tulsa, Ok. — *A.S. in General Education Science and Technology*

August 1996 - May 1999

During my time at T.C.C. I received an Associates of Science in general arts and science, as well as completed many hours of history, and business.

Other Certifications/Training

Basic Welding Certification, Small Engine Certification, heavy machinery training, OSHA Safety Training, CPR Training Certification, Recreational drone pilot certification.

REFERENCES

- David Starchman; 405-420-3729, personal
- Lynn Schurman; 405-623-7478, co-worker
- Erin Richardson, 405-238-1731, co-worker
- Johnny Tyler; 405-207-4234, Summer Foreman