



APPLICATION FOR EMPLOYMENT

Position Applied for: Customer Service Secretary (BIS) Date: 6/13/2023

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 Chelsea Bray Hatton
Address 904 4th Street City Maysville State Ok Zip 73057
Phone 405-331-9435 Other Phone(s) E-mail cbrayhatton@gmail.com

How did you hear about this opening? Mid America's website

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

State name(s) of any relative(s) in our employ, and your relationship to them:

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

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:

Date you can begin to work: 2 weeks from hire Salary desired: Negotiable 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.\*

\* 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 [checked] 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- OKC	American Sign Language Interpreting	3	Yes	Associates

## 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. \_\_\_\_\_

**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):  
I have used Powerschool for 3 years while working at Whitebead. I am fluent in American Sign Language and also hold

EIPA (educational certification) rating of 3.4. I also hold a current AHA CPR/AED card.

## 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.

I have taken various activity fund trainings as well as receiving a scholarship to the OCASBO conference.

## 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 have worked in a front office setting for almost 9 years. I am a people person and I love learning new

things. I am quick learner and am very good with technology.

## 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
06/21- Present	Whitebead School 405-238-3021	11.40/ 11.45	Shea Thompson/ Superintendent	Administrative Associate/ Activity Funds Clerk
08/15- 06/21	Physical Therapy Central 405- 238- 7000	10.00/ 15.25	Kahn Nirchl/ Clinic Owner	Office Associate/ Manager Schedule more conducive for my
08/11- 08/15	Norman Public Schools		Holly Birden/ Deaf Ed Teacher	Sign Language Interpreter/ Family Relocation

### REFERENCES

NAME	ADDRESS	TELEPHONE	E-MAIL	TITLE/POSITION
Toni Simon	Maysville, Ok	405- 613-4601		Previous CFO, Friend
Misty Howard	Foster, Ok	405- 514- 0765		Previous Coworker
Kelsey Williamson	Pauls Valley, Ok	405- 238-0180		Co- Worker, School Phycologist
Amanda Cummings	Pauls Valley, Ok	405- 331-0561		Family Friend
Shari Kendall	Pauls Valley, Ok	405- 207- 6609		Family Friend

### 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 applicable 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.**

Chelsea Bray Hatton

Printed Name of Applicant

 6/13/23  
Signature of Applicant Date

# Chelsea Bray Hatton

## CONTACT

904 4<sup>th</sup> Street  
Maysville, Ok 74057

405.331.9435

cbrayhatton@gmail.com

Wade Jarlsberg, Director  
Business & Industry Services  
MATC  
P.O. Box H  
Wayne, Ok 73095

Dear Mr. Jarlsberg,

Please review my qualifications for the position of the Customer Service Secretary. I have enclosed for you a resumé and references,

My qualifications include:

- Knowledge and experience in many aspects of school, including business and finance.
- Excellent organizational and communication skills
- I believe my knowledge, experience, determination, and work ethic will enable me to manage resources with fiscal responsibility as well as my ability to be a team player to accomplish the goals of the district and assist in the daily operations of student life.
- I have a passion for education. I believe my energy and expertise would be an asset in the support and implementation of Mid- America's vision, and core values.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

*Chelsea Bray Hatton*

# Chelsea Bray Hatton

904 4<sup>th</sup> Street  
Maysville, Ok 73057

405- 331- 9435

cbrayhatton@gmail.com

## KEY STRENGTHS —

- ◇ Self-Motivated
- ◇ Flexible
- ◇ Adaptable
- ◇ Quick Learner
- ◇ Positive Attitude
- ◇ Responsible
- ◇ Multitasker

## EDUCATION — OSU- OKC

*Oklahoma City, Oklahoma*

I received my A.S. in American Sign Language Interpreting in May 2013. While enrolled I was a member of the Deaf and Hearing Social Club, as well as President for 2 years. I was also a member of Phi Theta Kappa (Honor Society) as well as being on the Dean's Honor Roll for 3 years.

## EXPERIENCE

**June 2021- Present**

**Activity Fund Clerk • Whitebead Public School**

Created requisitions and purchase orders using Oklahoma Cost Accounting System. Made Daily Cash deposits. Accounts payable for district cash accounts: created checks, coded purchase orders, reconciled bank statements, balanced all district cash accounts.

**June 2021- Present**

**Secretary • Whitebead Public School**

The job of School Secretary is for the purpose/s of providing secretarial and administrative support to the Administration; communicating information to students, parents, staff, and/or other districts; ensuring compliance with financial, legal, and administrative requirements; and supporting the broad array of services provided to students, parents, instructional and support employees.

**August 2015- June 2021**

**Office Manager • Physical Therapy Central**

Responsibilities include managing office staff and front office, taking payments, daily scheduling for multiple providers, verifying insurance for patients all while multitasking phones, emails and in person contact with patients and other staff members.

**August 2011- August 2015**

**Sign Language Interpreter • Norman Public Schools**

**November 2010- August 2013**

**Receptionist • Dental Depot of Moore**

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## REFERENCES

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Toni Simon  
Previous CFO, Friend  
Maysville, Oklahoma  
(405) 613-4601

Kelsey Williamson  
Co- Worker, School  
Phycologist  
Pauls Valley, Oklahoma  
405- 514- 0765

Shari Kendall  
Family Friend  
Pauls Valley, Ok  
405- 207- 6609

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