



APPLICATION FOR EMPLOYMENT

Position Applied for: Financial Secretary / Activity Fund
Date:05/01/2023

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.

Name\_Lisa Driskill Social Security Number
Address 13070 N CR 3290 City Pauls Valley State OK Zip 73075
Phone\_ 405 331 4322 Other Phone(s) E-mail lisdriskill@yahoo.com

How did you hear about this opening? MATC In House Posting
Have you ever been employed by Mid-America? YES NO If yes, when? Currently an adjunct instructor and Adult Registrar
State name(s) of any relative(s) in our employ, and your relationship to them: My husband, Kevin Driskill is the Graphics Teacher.
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: immediately Salary desired: \$40,000 to 50,000 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 [X] Current employer only [ ]

**RECORD OF EDUCATION**

NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?	CERTIFICATE, DIPLOMA, OR DEGREE EARNED
Pauls Valley High School	College Prep	4 years	Yes	Diploma
Mid America Technology, Wayne	Date Processing	2 years	Yes	Certificate
Eastern Oklahoma State College Wilburton, Oklahoma	Psychology / Sociology	2 years	Yes	Associates Degree
University of Missouri - Columbia	Education (Int Study)	2 years	Yes	Bachelor's Degree
Northern Arizona University Flagstaff, Arizona	Masters of Leadership	12 Hours	<b>No</b>	

**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):

Certified BLS CPR

Skills: Canva, Mail Chimp, Survey Monkey, Constant Contact, radio advertising, bus ads and newsletters development. I have been the front person for businesses and organization, speaking publicly at community events like Rotary and Chambers, YouTube shows, radio and tv spots. This all points to business communication and digital marketing.

**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.

Extensive training in fundraising and grant writing. Notary Public

I was admitted into the eBay Seller Diversity Advocate and Seller Champion Programs. I have sold on eBay since 1999 and change and morph along the way. I have added other selling platforms as they become available and sell on them and teach them as well. I am 'the Bible Expert' in a group of over 62,000 sellers.

**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 am a passionate believer in continuing education. I am an avid reader and never want to stop learning. I want to help others in their pursuit of lifetime learning.

**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
12/2019 - Present	Mid-America Technology Center Wayne, OK	\$32,500	Wade Jarlsberg, BIS Director	Adult Education Registrar - not leaving just working to better myself and follow my passions.
1999 - Present	Self - Employed - ecommerce and and rental property owner	various	Me, Owner	still performing sales and rental
2013 -- Present	Mid-America Technology Center Wayne, OK	\$20/hr \$25/hr	Kelly Reed, Adult Program Specialist	Teach eBay, CPR/FA, Grant Writing, Computer classes Still teaching classes.
7/1/16- 12/1/2017	Cleveland County Habitat for Humanity, P.O. Box 1005, Norman 405 366 2813	\$15/hr	Linda Banta, Retired Executive Director	Still employed. Position being eliminated with changed in ED Fundraising / Grant Writing / Marketing
7/13 - 5/16	Garvin County Community Living Pauls Valley 405 238 3773	\$12/hr	Chip Pearson	Marketing, Fundraising, Transition Coordinator Left because I witnessed abuse of client.
2012-2013	Jingle and Jangle Pauls Valley, no longer open	\$35,000 / year	Marran Olgive, Owner	Manager – event planning, educational workshops for children, daily management
2009-2012	Toy and Action Figure Museum	\$7.50 hr \$35,000 / year	Khan Nirschl, Board President	Fundraiser, Event Planner, Operations, Grant Writer
2007-2009	Literacy Connects (formerly Literacy Volunteers of Tucson) Tucson, Arizona 520 798 0700	\$49,000	Betty Stauffer, Retired Executive Director	Volunteer and Community Outreach Coordinator - Led all volunteer orientations, marketing – Moved to OK

## REFERENCES

NAME	ADDRESS	TELEPHONE	E-MAIL	TITLE/POSITION
Russ Nordstrum	Choctaw, OK	405 664 7706	russnord@icloud.com	Retired, Oklahoma Tax Commission – Motor Vehicle Division
Wade Jarlsberg	P.O. Box H, Wayne, OK	405 449 7613	wjarlsberg@matech.edu	BIS Director, Mid-America
Linda Kacmarcik	P.O. Box 722038 Norman, OK 73070	615 516 6101	n/a	Business Owner
Kris Rylander	106 East Paul Ave Pauls Valley, OK 73075	405 413 3251	annrylander@gmail.com	Business Owner
Sandy Strickland	507 S. Paul Ave Pauls Valley, OK 73075	405 238 0174	sandy45@att.net	Retired

## 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.**

Lisa Driskill

Printed Name of Applicant

*Lisa Driskill*

Signature of Applicant

05/01/2023

Date