

Jefferson County Education Service District

295 SE Buff Street
 Madras, OR 97741
 (541)475-2804 FAX (541)475-2827
 District Website: www.jcesd.k12.or.us

Classified Application

Office use only
 SCR
 BK CK
 HQ
 FG /PR

Please complete each question fully and accurately. Incomplete applications may not be considered. Complete shaded area for licensed employment.

PERSONAL IDENTIFICATION:

Name: _____ Date: _____
Last First MI

Mailing address _____ Phone: _____
(Street) (City) (State) (Zip code)

Permanent Address _____ Phone _____
(Street) (City) (State) (Zip code)

E-mail address _____ List other names you are known by: _____

If hired, can you provide proof that you are authorized to work in the U.S.? Yes No

Please list any Board members or District employees you are related to: _____

Please check other position(s) for which you are qualified and will accept if offered:

- | | | | |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> Accounting Clerk | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Secretary | <input type="checkbox"/> Full Time |
| <input type="checkbox"/> Network Specialist | <input type="checkbox"/> Technology Assistant | <input type="checkbox"/> Office Clerk/Clerical | <input type="checkbox"/> Part-Time |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Educational Assistant | <input type="checkbox"/> Substitute |
| <input type="checkbox"/> Special Education Assistant | <input type="checkbox"/> Life Skills Education Assistant | | |
| <input type="checkbox"/> Other _____ | | | |

EDUCATION AND TRAINING:

Circle the highest grade or years completed: Formal education : 1 2 3 4 5 6 7 8 9 10 11 12
 College or other: 1 2 3 4 5 6 7

	School Name and Location	From	To	Receive diploma	GPA	Major	Minor/Special Courses
High School Or GED							
College or University (Undergrad)							
Graduate School							
Other Education							

List any special skills, experiences, or relevant organizational affiliations: _____

Other than English, list languages you speak fluently: _____

List languages other than English that you can read and write: _____

EMPLOYMENT RECORD: Give a complete account of your employment even if you attach a résumé. BEGIN ON THE FIRST LINE WITH YOUR PRESENT OR MOST RECENT POSITION AND WORK BACK. EXPLAIN ALL GAPS IN SERVICE, INCLUDING PART-TIME, VOLUNTEER, AND NO-WORK. ATTACH AN ADDITIONAL SHEET IF NECESSARY. (Do not limit to education only; list military experience.)

PRESENT EMPLOYMENT:

Are you presently employed? YES NO If no, please explain: _____

Will you give advance notice to your present employer? YES NO

May we contact your present employer for a reference? YES NO

Employment History:

Employer	Address	Phone	Position(s) Held	Dates Employed	Reason for Leaving

REFERENCES: Please list the contact information for 3 business references (such as supervisors, co-workers, subordinates)

<u>Name:</u>	<u>Position/Business Relationship:</u>	<u>Organization:</u>	<u>Phone Work and Home:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECRETARIES, INSTRUCTIONAL SUPPORT STAFF, and CLERK APPLICANTS:

Please complete the following checking equipment and general operations: Received Training (TR) or Experience (EXP)

EQUIPMENT	TR	EXP	OPERATIONS	TR	EXP	COMPUTER	TR	EXP
10 Key			Accounting			Word Processing		
Copier			Bookkeeping			Data Processing		
Typewriter			Filing			Excel		
Riso			Payroll			Access		
Fax			Purchasing			List other programs used:		
Other:			Reception - Multi-line phone system					

AGREEMENT AND ACKNOWLEDGEMENT: (Read carefully before signing.) All information provided by me is true and correct to the best of my knowledge. Unsolicited applications remain active for approximately 1 year. If applying for specific openings, I understand I will need to reapply for subsequent openings to be considered for employment. I understand omissions or misrepresentations may result in rejection of my application or, if employed, may result in subsequent dismissal. I hereby authorize any former employer, person, school, firm or corporation listed, including the District, to answer any and all questions related to employment and agree to release from liability and hold all persons harmless for giving any and all truthful information within their knowledge or records. I waive my right of access to any such information. I understand this is a preliminary application and not a contract to employ me.

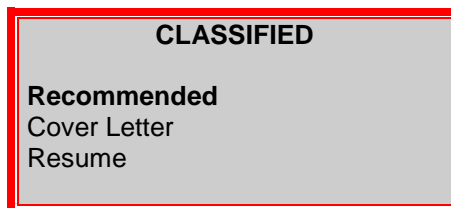
Furthermore, I understand that this application and all attached documents are official records of the Jefferson County Education Service District and cannot be returned. **(We suggest that you attach only COPIES of any required documents submitted with this application.)**

Applicant Signature: _____ Date: _____

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER - Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, national origin, religion, age, sex, disability, sexual orientation or any other factor prohibited by law or regulation. If you require reasonable accommodation in the application/interview process, please notify a Personnel Services representative at 541-475-2804.

APPLICATION REQUIREMENTS:

To ensure your application is complete, please enclose the application requirements listed for the position category:



Submit completed to:

Cindy Stanfield, Human Resources
Jefferson County Education Service District
295 S.E. Buff Street
Madras, OR 97741
541-475-2804 FAX: 541-475-2827
E-Mail: cstanfield@jcesd.k12.or.us

DISCLOSURE

As part of the employment process, Jefferson County School District 509-J will obtain a background report, which may include information regarding character, general reputation, history of prior residence, and criminal history background.

AFFIRMATIVE ACTION INFORMATION (OPTIONAL)

This information is requested solely to monitor equal employment opportunity under an affirmative action program. To assist in this program, please provide the following information:

A. Race/Cultural Group: White Hispanic Asian/Pacific Islander
 African American Native American/Alaskan Native

B. Sex: Female Male

C. Date of Birth: _____

Discrimination in the Jefferson County Education Service District is prohibited under Title VII of the Civil Rights Act of 1964. Recognizing its legal, as well as social obligation to make equal employment opportunity a reality, the Jefferson County Education Service District hires and promotes without regard to race, color, gender, national origin, religion, age, or mental or physical handicap unrelated to job performance.

Pre-Employment Background Questions

This form will be physically separated from your other application materials.

PRIOR EVENTS:

The answers to these questions are subject to verification. A "Yes" answer does not automatically disqualify an applicant. Each application will be reviewed individually. If in doubt, please explain your answer. Please check YES or NO for each question.

- Have you ever applied for work at this district before? Yes No
If Yes, when: _____
- Have you previously been an employee of this district? Yes No
If Yes, when: _____
- Have you ever been discharged for cause? Yes No
- Have you ever resigned your employment under threat of termination? Yes No
- Have you EVER been convicted of a sex-related crime? Yes No
If "yes", please specify the state. _____
- Have you EVER been convicted of a crime involving violence or threat of violence? Yes No
If "yes", please specify the state. _____
- Have you EVER been convicted of a crime involving criminal activity in drugs or alcoholic beverages? Yes No
If "yes", please specify the state. _____
- Have you ever been convicted of any law violation, except minor traffic violations? Yes No
If "yes", please explain: _____
- Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal? Yes No
- Have you ever left any educational or school-related employment, voluntarily, or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct or alleged violation of professional standards of conduct, or when you had reason to believe such investigation was imminent? Yes No
- Are you currently the subject of an inquiry, review or investigation for alleged misconduct of alleged violation of professional standards of conduct? Yes No
- Have you ever had any civil judgment or other judgment entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior towards other persons? Yes No
If "yes", please explain: _____
- Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure? Yes No
- Have you ever been denied a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct? Yes No
- Have you ever surrendered a professional license of any kind before its expiration? Yes No

If you are applying for a position requiring a professional license (teacher, administrator, district office support staff, counselor, librarian, etc.):

Have you ever had a professional certificate/license or other employment certificate/license revoked or suspended, or have you ever been placed on probationary status for any alleged misconduct or alleged violation of professional standards of conduct? Yes No

Have you ever failed to complete a contract for educational services in any educational or school-related position, or for any alleged misconduct or alleged violation of professional standards of conduct been placed on leave by your employer or left such employment prior to the end of the contract term? Yes No

Have you ever resigned a teaching position before the end of contract? Yes No

If "yes", please explain: _____

Are you under investigation for a revocation or suspension of a professional license/certificate? Yes No

Have you ever had a hearing before a licensing board? Yes No

Explanations for all "Yes" answers given above: A separate sheet may be attached if needed.

I understand that omission on this form may prevent my application from being evaluated or considered for a position in your district. I authorize Jefferson County Education District to obtain information about my criminal records. I authorize all governmental agencies to provide information about my criminal records to your district. I verify that all information on this form, and on my application, is true and complete. I understand that any misrepresentation, falsification, or omission on this form or on other documents submitted to your district will be sufficient cause for my application not to be considered by the district, or for discharge if I have been employed.

Signature of Applicant

Date

Jefferson County Education Service District - CRIMINAL HISTORY RECORDS CHECK/FINGERPRINTING

I understand that criminal history records checks and fingerprinting are required by law (ORS 326.603, ORS181.539,) and by Board policy. Notification by the Superintendent of Public Instruction or designee or by the State Board of Education that an individual has been convicted or has made a false statement as to conviction of any crimes will terminate employment or contract status immediately. The \$59.00 fee associated with criminal history record checks and fingerprinting, shall be the responsibility of the individual at the time of hire.

I understand that an individual so terminated may appeal the action taken by the district as a result of such checks in accordance with procedures established by law (ORS 183.413.) or by Board policy. The district will provide applicable appeal rights.

Should I refuse to consent to criminal history records checks or refuse to be fingerprinted, the superintendent shall terminate me from employment or contract status immediately. I understand that individuals who have successfully completed an Oregon, FBI and ODE criminal history records check by a previous school district and have not since resided outside Oregon may be exempt from this requirement. It is the responsibility of the individual to inform the district of the existence of such records.

Please Print Name _____

Signature of Applicant _____

Date _____