

**CLASSIFIED
EMPLOYMENT APPLICATION**



BANDON SCHOOL DISTRICT #54
455 9th Street SW
Bandon, OR 97411
Tel: 541-347-4411
Fax: 541-347-3974

An Equal Opportunity Employer

Procedures

1. Please furnish all of the information requested on this form.
2. Please submit a current resumé with your application.
3. A personal interview is required before an applicant is selected for a position.
4. Assignment is made by the Superintendent (or designee) and may be subject to change.
5. Previous Oregon State Employees must clarify their status with the Public Employees Retirement System.
6. If you prefer that we keep your application in our active file, please come in within the year and have it renewed.

NOTE: Please fill out form completely, even if resumé is attached.

PERSONAL INFORMATION

FULL NAME: _____ **DATE:** _____
 First Middle Last

ADDRESS: _____
 Mailing Address/PO Box Number Apt/Suite

 Physical Address

 City State Zip Code

E-MAIL: _____ **PHONE:** _____

DATE AVAILABLE: _____

POSITION SOUGHT

- Educational Assistant
- Secretary
- Custodian
- Bus Driver
- Food Service
- Coach _____
- Other

EMPLOYMENT DESIRED: FULL-TIME PART-TIME SUBSTITUTE

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PREVIOUS EMPLOYMENT

Dates		Name and Address of Previous Employer	Occupation	Name and Phone # of Supervisor
From	To			

**WORK REFERENCES
(PROFESSIONAL ONLY)**

Name	Official Position	Address	Phone #

PERSONAL REFERENCES

Name	Official Position	Address	Phone #

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MILITARY SERVICE

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service connected pension to your application. Disabled Veterans must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs, unless the information is included in the DD Form 214/215.

FINGERPRINTING/BACKGROUND CHECK

Oregon Department of Education requires fingerprint background checks for newly hired non-certified school district employees as authorized in ORS 326.603.

ADDITIONAL INFORMATION

- Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990.
- Oregon school districts are equal opportunity employers and comply with all applicable state and federal statutes and regulations in employment and school district programs.
- Oregon school districts are committed to maintaining drug-free workplaces and comply strictly with all applicable state and federal statutes and regulations in employment and school district programs.

Do you authorize us to make a confidential inquiry regarding your character and qualifications

- to your present employer?
- to your former employer(s)?
- to your other references?

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ **DATE** _____

PRINT NAME _____

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VOLUNTARY INFORMATION

This information is voluntary and is collected only for Equal Employment Opportunity reporting purposes. This form will be physically separated from your other application materials and will not affect the application process in any manner. Should you prefer not to provide this information, there will be no effect on your application.

Gender

- Female
- Male

Date of Birth _____

Race or Cultural Group

- American Indian/Alaskan Native
- Asian/Pacific Islander
- White
- Black
- Hispanic
- Other _____