

Position Applied For

Position Title:

CLASSIFIED EMPLOYMENT APPLICATION

Perrydale School District, No. 21

Complete each question fully and accurately

03/18/018 Revised

PERSONAL:

Name _____
(Last) (First) (MI)

Mailing Address _____
(Street or PO Box) (City) (State) (Zip Code)

Permanent Address _____
(Street) (City) (State) (Zip Code)

Phone _____ Phone _____

Email Address _____ Social Security Number XXX - XX _____
Last 4 Digits Only

Date of Application _____ Date of Availability _____

EDUCATION:

Last grade completed for K-12: _____ Years of college completed: _____

Starting with high school, list schools attended. Enter dates as MM/YYYY (example 01/1999):

School Name	Location	Dates Attended		Degree	Course of Study	Number of College Credits
		From	To			

For positions that require two years or more of college coursework, copies of college transcripts must be submitted with this application.

List any school course, training, licenses, certification, or other qualifications which relate to your suitability for this position:

Are you a "Veteran" as defined under Oregon law (ORS 408.225(e))? ☐ Yes ☐ No

Are you a "Disabled Veteran" as defined under Oregon law (ORS 408.225(c))? ☐ Yes ☐ No

Are you fluent in speaking, writing, and reading English? ☐ Yes ☐ No

Other than English, list languages you speak fluently: _____

Are you a PERS Member: _____

Do you possess a current first aid card? ☐ Yes ☐ No If yes, expiration date: _____

Have you been fingerprinted for another school district, and have not resided outside the state during the interval between the two periods of time working in the district? ☐ Yes ☐ No If yes, where and when: _____

Have you passed a paraprofessional assessment test? ☐ Yes ☐ No If yes, when: _____

Employment History:

Give a complete account of your employment for the past ten years, even if you attach a resume. List your work experience with the most recent first. Include military and volunteer experience. Attach an additional sheet if necessary.

Are you presently employed? ☐ Yes ☐ No If no, please explain: _____

♦Employer _____ Work Phone Number _____

Immediate Supervisor and Title _____

Address _____

Your Job Title _____ Type of Business _____

Description of Job Duties _____

Number of Years _____ From (month/year) _____ To (month/year) _____

Reason for leaving _____

May we contact employer for references? ☐ Yes ☐ No

♦Employer _____ Work Phone Number _____

Immediate Supervisor and Title _____

Address _____

Your Job Title _____ Type of Business _____

Description of Job Duties _____

Number of Years _____ From (month/year) _____ To (month/year) _____

Reason for leaving _____

May we contact employer for references? ☐ Yes ☐ No

♦Employer _____ Work Phone Number _____

Immediate Supervisor and Title _____

Address _____

Your Job Title _____ Type of Business _____

Description of Job Duties _____

Number of Years _____ From (month/year) _____ To (month/year) _____

Reason for leaving _____

May we contact employer for references? ☐ Yes ☐ No

Additional References (other than relatives and those listed under the Employment History Section):

Name	Address	Phone Number	Title	Relationship

Secretarial/Clerical Applicants

Received Training (TR) and/or Experience (EXP)

TR	EXP	Operations	TR	EXP	Equipment	TR	EXP	PC Computer
		Accounting			Copier			Word Processing
		Bookkeeping			Fax			Spreadsheets
		Filing			Mail Machine			Databases
		Payroll			Ten-Key by Touch			List computer programs used:
		Purchasing	Other:					
		Receptionist						
		Secretary						

Please provide any additional comments:

Custodial and Maintenance Applicants

Received Training (TR) and/or Experience (EXP)

TR	EXP		TR	EXP		TR	EXP	
		Carpentry			Fiber Optics			Painting
		Carpet Cleaning/Repair			Floor Waxing			Plumbing: License # _____
		Computer Skills			Groundskeeping			Roofing
		Concrete Flatwork			Hazardous Materials Training/MSDS			Sheet Metal
		Custodial/Housekeeping			HVAC/Boiler			Warehouse
		Drywall			Industrial Cleaning			Welding
		Electrical: License # _____			Mechanical			Wood Floor Refinishing

Please provide any additional comments:

Technology Applicants

Received Training (TR) and/or Experience (EXP)

TR	EXP		TR	EXP	
		Install and format new computer hardware			Repair and maintenance of PC computers
		Programming			Troubleshoot and diagnose network problems

Please provide any additional comments:

Instructional Assistant Applicants

Received Training (TR) and/or Experience (EXP)

TR	EXP		TR	EXP	
		Audiovisual Equipment			Playground Supervision
		Bookmending			Word Processing
		Campus Supervision			PC Computers
		Library/Media Centers			Software Used:

With what grade level of students have you worked? _____

Describe any training you have had working with K-12 students: _____

What training or coursework have you had in child development? _____

What abilities and experiences have you had working with individual students and groups of students in reading and math? ____

Describe your experience with alternative education students: _____

What experience have you had working with children with disabilities? _____

Are you capable of lifting a child with disabilities weighing 50 to 100 pounds? ☐ Yes ☐ No

Are you willing to feed and toilet students with disabilities? ☐ Yes ☐ No

Have you worked with behaviorally aggressive students? ☐ Yes ☐ No

Why do you wish to work with students with disabilities? _____

Describe your experience with ESL, migrant or bilingual students: _____

Please provide any additional comments: _____

Food Service Applicants

Received Training (TR) and/or Experience (EXP)

TR	EXP	Skills	TR	EXP	Skills
		Receivables			Ordering Food/Supplies
		Cashier			Quantity Food Preparation (50 or more)
		Computers	Other:		
		Menu Planning			

TR	EXP	Food Service Equipment	TR	EXP	Food Service Equipment
		Dishwasher			Other Machines:
		Food Cutter			Slicer
		Mixer			Steamer
		Ovens			
		Other:			
			Other:		

Do you have a current food handler's card for Oregon? ☐ Yes ☐ No

Have you been employed in food service areas? ☐ Yes ☐ No If yes, describe the work and responsibilities: _____

Federal Regulation

The Federal Immigration Reform and Control Act requires individuals to provide to an employer documented proof that they are authorized to work in the United States. This proof must be provided to, and verified by, employers at the time of hire.

Are you authorized to work in the United States? ☐ Yes ☐ No

Personal Information

A. Have you **EVER** been convicted of a sex-related crime? ☐ Yes ☐ No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

If yes, did the crime involve force or minors? ☐ Yes ☐ No

B. Have you **EVER** been convicted of a crime involving violence or threat of violence? ☐ Yes ☐ No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

C. Have you **EVER** been convicted of a crime involving criminal activity in drugs or alcoholic beverages? ☐ Yes ☐ No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

D. Have you **EVER** been convicted of any other crime except a minor traffic violation? (Includes Traffic Crimes) ☐ Yes ☐ No

E. 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

F. Have you been convicted or been granted a diversion or conditional discharge by any court for any: (a) Felony; or (b) Misdemeanor; or (c) Major traffic violation including but not limited to: driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident?

☐ Yes ☐ No

If yes to any question above, please indicate charge and/or disposition: _____

Are you able to perform the essential functions of the position for which you are applying, with or without reasonable accommodations? ☐ Yes ☐ No

Statement

I hereby certify that this application contains no misrepresentation or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that if employed, false statements on this application shall be considered sufficient cause for immediate dismissal. I understand that criminal history records checks and fingerprinting are required by law (ORS 326.603, ORS181.539) and by Board policy (GBEC).

Signature _____ Date _____

Note: Final employment is subject to criminal record clearance through fingerprinting/criminal background check, and subject to the successful passage of a district-required drug test, Board policy (GBED).

Submit this application and supporting documentation, if required, to:

Perrydale School District, No. 21
7445 Perrydale Road
Amity, Oregon 97101
emilburn@perrydale.k12.or.us

Thank you for your interest in employment with the Perrydale School District, No21.

Equal Opportunity

Perrydale School District, No. 21 does not discriminate on the basis of race, color, national origin, sex, religion, age or disability. Perrydale School District, No. 21 is an Equal Opportunity and Affirmative Action Employer committed to workforce diversity and compliance with the Americans With Disabilities Act.

Drug-Free Workplace

The district is committed to maintain a drug-free workplace and strictly complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989.

Affirmative Action Information

Date: _____

It is the policy of the Perrydale School District Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment.

This information is used only for our affirmative action plan and will not be used to discriminate against you. The information will not adversely affect your opportunities for employment.

The requested information on this form is voluntary on the part of the applicant. This form is physically separated from your other application materials.

Position applied for: _____

Date of Birth: _____

Gender: ☐ Female ☐ Male

Disability: ☐ No ☐ Yes (Please specify): _____

Question #1 (required): ETHNICITY — Am I Hispanic or Latino? ☐ Yes ☐ No

All persons of Latino, Hispanic or Spanish origin (descended from a Central or South American, Mexican, Cuban, Puerto Rican, Dominican, or other Spanish-speaking country of origin, regardless of race or original language) should answer "Yes." All persons answering "Yes" to this first question will be recorded as Hispanic/Latino. Continue to Question #2.

Question #2 (required): RACE — Please mark all that apply.

You must mark at least one category. Those who choose more than one category will be reported as multiracial only.

➤ **American Indian or Alaska Native:**

- ☐ **U.S.** *A person having origins in any of the indigenous peoples of the continental U.S. or Alaska. Tribal affiliation, if known: _____*
- ☐ **Latin America and Canada** *A person having origins in any of the indigenous peoples of Canada, Mexico, Central America, South America, or the Caribbean.*
- ☐ **Asian** *A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.*
- ☐ **Black or African American** *A person having origins in any of the original peoples of the Black racial groups of Africa.*
- ☐ **Native Hawaiian or Other Pacific Islander** *A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.*
- ☐ **White** *A person having origins in any of the original peoples of Europe, the Middle East or North Africa.*

Printed Name _____

Signature _____ Date _____