

**CLASSIFIED PERSONNEL EMPLOYMENT APPLICATION**

**Stanfield School District #61R**

1120 N Main Stanfield, OR 97875

Phone: (541) 449-8766 Fax: (541) 449-8768

An Equal Opportunity Employer

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street or PO Box City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Bilingual? \_\_\_ Yes \_\_\_ No \_\_\_\_\_ Sign Language \_\_\_ Yes \_\_\_ No  
(Languages)

Race/Ethnic Background: \_\_\_ American Indian or Alaska Native \_\_\_ Asian  
\_\_\_ Black or African American \_\_\_ Hispanic or Latino  
\_\_\_ Native Hawaiian or Pacific Islander \_\_\_ Two or More Races  
\_\_\_ White \_\_\_ Other (Please Specify)

Job title of position for which you are applying: \_\_\_\_\_

Type of position(s) you are applying: \_\_\_ Secretarial \_\_\_ Classroom \_\_\_ Maintenance  
\_\_\_ Custodial \_\_\_ Food Service \_\_\_ Substitute List

Are you presently employed? \_\_\_ Yes \_\_\_ No May we contact your present employer? \_\_\_ Yes \_\_\_ No

Have you applied with this district before? \_\_\_ Yes \_\_\_ No Approximate Date \_\_\_\_\_

Do you prefer to work: \_\_\_ FULL TIME \_\_\_ PART TIME Date available for employment: \_\_\_\_\_

Please indicate day(s), time(s) and date(s) most convenient for us to schedule an interview with you:  
\_\_\_\_\_

Please include name, address and phone number of a person who could contact you most of the time:  
\_\_\_\_\_

**APPLICATION PROCEDURE**

1. Applications must be complete and will not be accepted without a signature.
2. A resume is preferred.
3. Letter of Application is preferred.
4. Current letters of recommendation.
5. Supplemental material of your choice.
6. Finalists for employment will be contacted for a personal interview.

**REQUIRED PERSONAL INFORMATION**

Have you ever been convicted of:

1. A sex related crime, which involved minors or use of force? \_\_\_ Yes \_\_\_ No
2. A crime involving violence or the threat of violence? \_\_\_ Yes \_\_\_ No
3. A crime involving criminal activity in drugs/alcoholic beverages? \_\_\_ Yes \_\_\_ No
4. Any other crime other than a minor traffic violation? \_\_\_ Yes \_\_\_ No

If yes, conviction occurred: \_\_\_\_\_  
Date Country State

\*Have you completed the fingerprinting procedure through Oregon Dept. Of Ed? \_\_\_ Yes \_\_\_ No

If yes, which school district would have record of the process? \_\_\_\_\_

Date you were fingerprinted: \_\_\_\_\_

*The applicant who is offered and accepts employment will be required to undergo pre-employment fingerprinting for criminal history check in compliance with OAR 581-22-1730.*

**EDUCATION**

School (Name, City, State)	Major Areas of Study	Degree/Year
High School/Diploma-GED		
College:		
Business/Other:		

**PREVIOUS EMPLOYMENT (List most recent experience first.)**

From:	To:	Employer Name/Address	Position	Reason for Leaving

**REFERENCES:** List those persons who are able to answer questions concerning your qualifications for the position you seek. [Current or previous employers]

Name	Agency/Position	Years Known	Telephone Number

**GENERAL INFORMATION**

- Are you a current member of the Oregon Public Retirement System (PERS)?  Yes  No  
If yes, Retirement Number \_\_\_\_\_
- Do you have a first aid card?  Yes  No
- Do you hold a valid Oregon drivers license?  Yes  No
- Is the condition of your health such that you can carry a full time assignment?  Yes  No  
If no please explain: \_\_\_\_\_

*I hereby certify that the information herein is a true and complete statement of my personal record to date. I understand that if employed, false statements on this application shall be considered sufficient cause for immediate dismissal. I hereby grant the district or its agent permission to check civil and/or criminal records to verify any statement made on this application.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date