

Ashland School District

885 Siskiyou Boulevard, Ashland, Oregon 97520 (541) 482-2811

CLASSIFIED EMPLOYMENT APPLICATION

PERSONAL DATA:

Name as appears on Social Security Card: _____
(Last) (First) (Middle)

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

Phone (home) _____ Phone (cell) _____

E-mail _____ Social Security # _____
(upon hire you will be requested to show your original Social Security Card)

Position for which you are applying: _____

EDUCATION/TRAINING:

	Name of Institution and Location	Dates of Attendance	Diploma/Certificate/GED & Date Received
High School			
College/University			
College/University			
Training			
Training			

AREA OF EXPERTISE: *Please check those areas in which you have job skills and experience.*

<input type="checkbox"/> Accounting/Bookkeeping	<input type="checkbox"/> Audio visual equipment operation
<input type="checkbox"/> Clerical/Administrative	<input type="checkbox"/> Computer (hardware & software installation)
<input type="checkbox"/> Computer (programming & data management)	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Custodial Experience	<input type="checkbox"/> Food Services/Food Preparation
<input type="checkbox"/> Possess valid Food Handlers Certificate	<input type="checkbox"/> Grounds Maintenance Work
<input type="checkbox"/> Keyboarding/typing WPM: _____	<input type="checkbox"/> Library Services
<input type="checkbox"/> Maintenance (Construction//Painting Plumbing/Electrical)	<input type="checkbox"/> Public Speaking
<input type="checkbox"/> Safety Training - OSHA	<input type="checkbox"/> Shorthand/Speedwriting
<input type="checkbox"/> Theatre Technical Skills	<input type="checkbox"/> Driving & Valid Oregon Commercial Driver's License
<input type="checkbox"/> Word Processing, Databases, Spreadsheets	<input type="checkbox"/> Working with children in an educational environment

REFERENCES: *Provide three references other than relatives and include information for an employment check.*

Name	Address	Occupation	Phone #

You may wish to attach a resume providing supplemental information and qualifications, elaborating on experience or qualifications which may be applicable to the position for which you are applying.

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EMPLOYMENT EXPERIENCE: *List chronologically, with most recent position first.*

EMPLOYMENT HISTORY			
If you are still employed, may we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name of Employer		Address & Phone	
Type of Business		Supervisor's Name & Phone	
Job Title	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	From (month/year) - To (month/year)	Reason for Leaving
Job Duties (Please list in detail)			
Name of Employer		Address & Phone	
Type of Business		Supervisor's Name & Phone	
Job Title	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	From (month/year) - To (month/year)	Reason for Leaving
Job Duties (Please list in detail)			
Name of Employer		Address & Phone	
Type of Business		Supervisor's Name & Phone	
Job Title	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	From (month/year) - To (month/year)	Reason for Leaving
Job Duties (Please list in detail)			
Name of Employer		Address & Phone	
Type of Business		Supervisor's Name & Phone	
Job Title	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	From (month/year) - To (month/year)	Reason for Leaving
Job Duties (Please list in detail)			
Name of Employer		Address & Phone	
Type of Business		Supervisor's Name & Phone	
Job Title	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	From (month/year) - To (month/year)	Reason for Leaving
Job Duties (Please list in detail)			

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Authorization to obtain and release information:

Please read carefully (signature required)

I hereby certify that the facts set forth on this application are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal.

I hereby authorize any or all of my former employers and the persons or organizations named in my employment application and associated application materials to release information to the Ashland Public Schools regarding my employment. This release of information covers my employment record in general, including information of the following nature: Dates of employment, positions held, the quality & quantity of my work, strengths, weakness, ability to interact with co-workers and members of the public, eligibility for rehire and other relevant information regarding my performance, skills, ability, and suitability for employment sought, etc. All former employers and their representatives who provide such information are indemnified and released from liability arising from such disclosures.

As a material representation on my part in applying for employment with the Ashland School District, I acknowledge that the District's goal is to be drug-free, and to encourage responsible and healthy behaviors as to all potentially hazardous substances, including alcohol and tobacco, among its staff, teachers and students. I further acknowledge that the accomplishment of this goal requires the maintenance of a high level of commitment among staff, teachers, students, parents and other residents of the District.

Signature

Date

District Policy requires that all paid employees must submit to a criminal background check and fingerprinting. The cost for fingerprinting is \$72. New employees will be expected to pay for fingerprinting services. The cost will be distributed among the first 8 paychecks at \$9.00 per paycheck.

APPLICANTS FOR: Educational Assistants, Special Education Assistants, Media Assistants, Computer Lab Coordinators and Transition Specialists must attach unofficial transcripts to your completed application verifying your status as a "highly qualified paraprofessional" in order to be considered for any vacancies.

A key element of the No Child Left Behind (NCLB) act, which took effect on January 8, 2002, is the requirement for 'highly qualified paraprofessionals' for anyone working with students in a district that receives Title I funds.

The federal definition is:

- (1) An Associate's Degree or higher;
- (2) Two years of postsecondary study (72 or more quarterly credits, or 48 semester hours).

We are an Equal Opportunity Employer.

The Ashland School District does not discriminate on the basis of race, gender, religion, age, national origin marital status or disability.

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The information requested within this section is solely for statistical reporting purposes in the implementation of non-discrimination provisions of Federal and State Law. Your provision of this information is optional. Your decision not to complete this section will not affect consideration of your application or subject you to any adverse treatment.

Name : _____
(Last) (First) (Middle)

Date of Birth: _____
xx / xx / xxxx

Gender: Male Female

Ethnic Group: Hispanic Non-Hispanic

Race:

American Indian or Alaskan Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>
Native Hawaiian/Other Pacific Islander	<input type="checkbox"/>
White	<input type="checkbox"/>

The following definitions may be of help to you in completing this sheet:

Ethnic / Race Group:

American Indian or Alaskan Native - All persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black/African American – All persons having origins in any of the black racial groups of Africa.

Hispanic/Latino/Spanish - All persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian/Other Pacific Islander – All persons having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Islands.

White - (not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, the Middle East or North Africa.

The Ashland School District is committed to providing equal opportunity in its recruitment and employment without discrimination on the basis of age, handicap, national origin, race, marital status, religion or gender. Various State and Federal laws enforce this policy. These include Title IX which prohibits discrimination on the basis of handicap. Further inquiries may be directed to the Civil Rights Specialist, Oregon Department of Education, 255 Capitol Street NE, Salem, Oregon 97310-0203 or in relation to Federal laws to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

ASHLAND PUBLIC SCHOOLS



Disclosure Release

Oregon law requires applicants to provide a list of ALL current and former employers who are education providers. Complete one form for each of your last 3 previous education provider for whom you have worked.

I have **not** worked for education providers.

To:

Education Provider:
Personnel Department Director of Personnel
Street Address
City, State, Zip

The applicant named below is under consideration for employment in our district. This individual has previously been employed with your organization. As a former employer, we request you provide the information requested on this form within 20 business days pursuant to ORS 339.374.

Applicant Name (First, Middle, Last):
Dates of Employment:
No Record of Employment <input type="checkbox"/>
Positions Held:

I authorize you to release to the district listed below, all information related to any substantiated reports of child abuse, sexual conduct or crimes listed in ORS 342.143. I release the above employer and employees acting on behalf of the employer from any liability for providing information described in this document.

APPLICANT SIGNATURE

DATE

This section to be completed by previous employer only.

This employee **was** **was not** the subject of a substantiated report of child abuse or sexual conduct related to the applicant's employment with the education provider.

- Dates of any substantiated reports: _____
- Please attach the definitions of child abuse and sexual conduct used by the District when the education provider determined that any reports were substantiated and the standards used by the District to determine whether any reports were substantiated.

Former Employer Representative Signature

Title

Printed Name

Date

**Return this form to: Eileen Hushbeck, HR Director,
Ashland Public Schools 885 Siskiyou Blvd., Ashland OR 97520**

ASHLAND PUBLIC SCHOOLS



Inspiring Learning for Life

EMPLOYMENT APPLICATION SUPPLEMENT **MAINTENANCE/CUSTODIAL DEPARTMENT**

Please respond to the following questions:

Do you currently hold a valid Oregon Driver's License? Yes No

Do you currently hold a commercial Driver's License? Yes No

Do you hold a current, valid First Aid Card? Yes No

Do you have experience working in an educational environment? Yes No

If yes, please provide the specifics: _____

Do you have experience operating heavy/industrial equipment? Yes No

If yes, please list: _____

Do you have experience dealing with industrial chemicals (cleaning, pesticides, etc.)?
Yes No

If yes, please List: _____

Do you have experience working as part of a high performing team? Yes No

If yes, please describe: _____

NAME: _____ **DATE:** _____