

Phoenix-Talent School District #4
401 W. Fourth Street • P.O. Box 698
Phoenix, OR 97535
(541) 535-1517 Fax: (541) 535-3928

**Confidential/Supervisory
Application**

Board/Executive Assistant
 Personnel/Office Assistant
 Information/Technology Manager
 Director of Maintenance
 General Ledger/Accounts Payable
 Payroll Clerk

Name (Last, First, MI):		Date:
Other Names Used:	Home Phone:	Work Phone:
Email Address:		
Mailing Address:	City & State:	Zip Code:

Position(s) Applying for: _____ Date Available: _____

- Full-Time Part-Time
 Permanent Substitute-please indicate which school(s): _____

EDUCATION HISTORY			
Schools Attended	Name and Location of School	Course of Study/Degree	Progress Toward Completion
High School			<input type="checkbox"/> Diploma <input type="checkbox"/> GED
College *			# Credits Completed _____ <input type="checkbox"/> quarter <input type="checkbox"/> semester

LIST SKILLS OR KNOWLEDGE THAT SHOW YOUR ABILITY TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING

Do you speak Spanish? Fluently Conversationally NO

Are you a Veteran? YES NO *If yes, please submit certification of eligibility under OAR 839-006-0440 with a copy of the Certificate of Release of Discharge from Active Duty (a federal DD Form 214 or 215) along with this application.*

Are you a disabled Veteran? YES NO *If yes, please submit copy of your veteran's disability preference letter, unless the information is included in the federal DD Form 214/215 above along with this application.*

Federal law requires that public school districts give employment preference to Veterans.

REFERENCES			
Name	Address	Occupation	Phone

Oregon law requires that applicants provide a list of ALL current and former employers who are education providers. Please attach additional sheets as needed.

EMPLOYMENT HISTORY (list chronologically)			
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)			
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)			

Initialing here _____ confirms that you attest to having provided this District with a complete and accurate list of all former and current education providing employers.

Phoenix-Talent School District #4 is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, gender, religion, age, national origin, marital status or physical or mental disability in employment practices or education programs. If you need special accommodations because of a disability, please contact the personnel office at 535-1517 Voice/TDD.

- 1) Have you ever been placed on a plan of assistance? YES NO
- 2) Have you ever been disciplined for work performance? YES NO
- 3) Have you ever been released or discharged, or resigned upon threat of discharge, from a position because of unsatisfactory service? YES NO
- 4) Have you ever resigned from a position while under investigation for misconduct? YES NO
- 5) Have you ever been released from a position based upon any reports of sexual conduct? YES NO

NOTICE TO ALL APPLICANTS

Phoenix-Talent Schools seeks to provide a safe and drug-free work and educational environment for employees and students and to control costs associated with workplace and school site accidents. The District also recognizes that all school employees have a duty to serve as positive role models for students. Therefore, the Board authorizes screening potential employees for evidence of current use of illegal drugs.

All candidates selected for employment must satisfactorily complete drug screening tests, prior to the District presenting a final offer of employment, for any illegal drug or substance classified in Schedules I through V under the Federal Controlled Substances Act, 21 U.S.C. 811 to 812. This includes, but is not limited to, mind-altering substances or narcotic drugs such as hallucinogenics, amphetamines, barbiturates, marijuana or any other illegal drug or controlled substance, except those as *federally recognized* as legally prescribed by a physician and used as directed.

Criminal History Verification of Applicants

The District will conduct a criminal offender record check of applicants of prospective school employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate Federal Civil Rights Law. The applicant may obtain further information by contacting the Bureau of Labor & Industries, Civil Rights Division, State Office Building, 800 Oregon Street, Portland, OR 97232.

Advisory: Any offer of employment made by the Phoenix-Talent School District is conditional upon criminal history verification and satisfactory completion of drug screening tests.

If you answer "yes" to any question please attach an explanation stating the date and nature of the conviction.

- 1. Are you currently under investigation related to a report of suspected child abuse or sexual conduct? YES NO
- 2. Have you ever been convicted of a sex related crime? YES NO
- 3. Have you ever been convicted of a crime involving violence or the threat of violence? YES NO
If yes, was the conviction in Oregon or in another state?
(Please specify if in another state.) _____
- 4. Have you ever been convicted of a crime involving fraud, theft or deception? YES NO
If yes, was the conviction in Oregon or in another state?
(Please specify if in another state.) _____
- 5. Have you been convicted of any other crime except a minor traffic violation? YES NO
- 6. Have you been arrested for a crime for which there has not yet been an acquittal or dismissal? YES NO

AUTHORIZATION TO OBTAIN AND RELEASE INFORMATION

PLEASE READ CAREFULLY (signature required)

I am at least 18 years of age. No Yes

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I further understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize and consent this employer, Phoenix-Talent School District #4, to make any necessary and appropriate investigations to verify the information contained herein including, but not limited to, my criminal background, if any, obtaining my employment records from my previous employers and discussing my job performance with said employers or their representatives or designates, regardless of all other agreements, of any form or content, that previously restricted or pertained to the release of information, or a prohibition thereof. I hereby waive my right to privacy and consent that my previous employers or their representatives or designates are free to discuss with Phoenix-Talent School District #4 representatives my job performance and matters pertaining to my job performance. I further hereby release Phoenix-Talent School District #4, its agents and employees, and my previous employers and their representatives or designates from liability for any and all claims or causes of action that I may have as a result of the disclosure of information referred to above.

Signature _____

Date _____