



Philomath School District 17J
1620 Applegate Street
Philomath OR 97370
(541) 929-3169
(541) 929-3991 FAX

EMPLOYMENT APPLICATION

For your information regarding resumes: A resume is always helpful. Some district Vacancy Notices require that one be submitted. If you submit a resume, please fill out this side of the application, sign the bottom of the back side and include in the resume all information requested on the back of this document. Draw a line through the back of this application indicating "see attached resume."

NAME: _____ POSITION APPLIED FOR _____

TELEPHONE NUMBER _____ APPLICATION DATE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

Have you ever been a member of the Oregon Public Employees Retirement System (PERS)? Yes ___ No ___

EDUCATION:	NAME OF INSTITUTION	LOCATION	GRADUATION DATE
High School:	_____	_____	_____
Higher Degree Earned:	_____		
Other:	_____		

Skills & Experiences - What special skills/experiences have you acquired that are pertinent to the type of position applied for:

REFERENCES: List three people (not relatives) who have firsthand knowledge of your abilities, experience, and work history.

	NAME	ADDRESS	PHONE NUMBER
1:	_____		
2:	_____		
3:	_____		

List three people who can give first hand knowledge of your character.

	NAME	ADDRESS	PHONE NUMBER
1:	_____		
2:	_____		
3:	_____		

Have you ever been convicted of a criminal offense? ___ Yes ___ No
 If so, list below. The existence of such a record does not constitute an automatic bar to employment.

OFFENSE	STATE	COUNTY	DATE
_____	_____	_____	_____

Please attach a separate piece of paper with explanation information or if more than one conviction to reference.

Notice of District's Responsibilities Under Americans With Disabilities Act: Philomath School District 17J, in support of employment practices free of barriers to disabled persons, and in compliance with the Americans With Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, please contact the Philomath School District Office at (541) 929-3169. Speech-hearing impaired persons may reach the district through the Oregon Telecommunication Relay Service by dialing 1-800-735-2900.

Reasonable Accommodation: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job; however, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided, and suggest the kind of accommodation which you believe would be appropriate. The District may require documentation verifying the need for reasonable accommodation.

Impairment _____ Special Accommodation Recommendation _____

Philomath School District is an Affirmative Action, Equal Opportunity Employer

EMPLOYMENT HISTORY: Beginning with your present or most recent job, describe your work experience during the past ten years. In addition, list any other prior experience related to the duties of the position for which you are applying, such as volunteer work. If more room is needed, attach another sheet of paper, or a resume.

PRESENT OR LAST EMPLOYER		
Employing Firm: _____ Address: _____ Job Title: _____ Specific Duties: _____ Reason for Leaving: _____ If you still work here, may we contact this employer? Yes _____ No _____	Telephone: _____ Supervisor's Name/Title _____	From _____ To: _____ Full Time: _____ Part Time: _____ Hours/Wk _____
Employing Firm: _____ Address: _____ Job Title: _____ Specific Duties: _____ Reason for Leaving: _____	Telephone: _____ Supervisor's Name/Title _____	From _____ To: _____ Full Time: _____ Part Time: _____ Hours/Wk _____
Employing Firm: _____ Address: _____ Job Title: _____ Specific Duties: _____ Reason for Leaving: _____	Telephone: _____ Supervisor's Name/Title _____	From _____ To: _____ Full Time: _____ Part Time: _____ Hours/Wk _____
Employing Firm: _____ Address: _____ Job Title: _____ Specific Duties: _____ Reason for Leaving: _____	Telephone: _____ Supervisor's Name/Title _____	From _____ To: _____ Full Time: _____ Part Time: _____ Hours/Wk _____

Criminal History Records Check/Fingerprinting: The State of Oregon and District Policy, requires all new employees to undergo a Criminal History Records Check which necessitates fingerprinting. Employment may be offered prior to fingerprint collection. However, if the records check reveals that the individual has been convicted, or has made a false statement as to conviction of any crimes prohibiting employment, such employment shall be terminated immediately.

I understand the making of any false statements on this application will be sufficient cause for cancellation of the application and/or dismissal from employment. I hereby guarantee the correctness of the above statements to the best of my knowledge and belief. I authorize the Philomath School District to make any necessary and appropriate investigations to verify the information contained herein.

Applicant Signature

Date



Philomath School District 17J

Benton County School District 17J, 1620 Applegate Street, Philomath OR 97370 (541) 929-3169

APPLICANT RELEASE and AUTHORIZATION FORM

- I hereby certify that my application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand any misrepresentation or omission of facts called for in my application may prevent my application from being evaluated or referred for positions, may be cause for cancellation of the application and/or dismissal from employment with Philomath School District 17J.
- As part of my application for employment, I hereby consent to and authorize the release of any and all information to Philomath School District 17J, which may be considered in evaluating my qualifications for employment. I therefore release all parties and persons connected with any request for information from all claims, liability and/or damages for whatever reasons arising out of furnishing such information.
- I authorize Philomath School District 17J, where I have completed an employment application, to check my references, to obtain information from my prior employers and educational institutions and to take other actions to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a teaching position or other employment with the District. I authorize my listed references, past employers and educational institutions, and anyone else who has information about my work history, education, qualifications, or fitness to provide such information to Philomath School District 17J for which I have completed an employment application.
- I authorize Philomath School District 17J to obtain information about my criminal records. I authorize all governmental agencies to provide information about my criminal records to the school district. Fingerprinting and a criminal records check for each successful applicant are required by Oregon law and District policies. Any offer of employment is contingent on clearance for continued employment by the Oregon State Department of Education or Teacher Standards and Practices Commission.
- I authorize Philomath School District 17J to obtain from any current and/or former employers the following information: a) the dates of employment; b) whether I was the subject of any substantiated report(s) of child abuse or sexual conduct related to my employment; c) the dates of any such substantiated reports; d) the definitions(s) of child abuse and sexual conduct used by the employer when the employer determined that any reports were substantiated; e) the standards used by the employer to determine whether any reports were substantiated; and f) any disciplinary records required to be released as provided by ORS 339.378.
- I release the school district and all persons providing this information to the school district from any liability whatsoever for obtaining and providing that information, regardless of the results.

Printed: First, Middle and Last Name _____

List Other Names Previously Used: _____

Date of Birth: _____ Last Four Digits-Social Security Number: _____

Applicant's Signature: _____ Date: _____



Disclosure Release

You are required to complete one form for each of your three (3) most recent educational employers (paid employment only)

I declare I have never worked for a school district anywhere. Sign as Applicant and date below.

Philomath School District 17J will mail to:

Personnel Department

Previous Educational Employer: _____

Mailing Address: _____

City, State, Zip: _____ FAX _____

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'S NAME (First, Middle, Last): _____

Position(s): _____ Last Four Social Security Number: _____

Approximate Dates of Employment: _____

I authorize you to release to the Philomath School District, 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.

The applicant named above 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 Oregon Revised Statute 339.374 (ORS).

The 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.
- If the employee was convicted of a crime listed in ORS 342.143, please send the employee's disciplinary records as required by ORS 339.388 (7).

Former Employer - Representative Signature

Date

Printed Name

Job Title

Return via FAX (541) 929-3991 ~ via email to: janet.skaugset@philomath.k12.or.us

~or return completed form by U.S. mail to: **Philomath School District 17J**
ATTN: Personnel
1620 Applegate Street
Philomath OR 97370-9328