

# ***CLASSIFIED***

# ***APPLICATION***



**Ontario School District  
195 SW Third Avenue  
Ontario, Oregon 97914**

**Phone 541.889.5374 ▪ FAX 541.889.8553**

**[www.ontario.k12.or.us](http://www.ontario.k12.or.us)**

It is the policy of the Ontario School District Board of Directors and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any education programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent at the Ontario School District Office, 541.889.5374.

Es la poliza de la Meza Directiva del Distrito Escolar de Ontario y del Distrito Escolar que no habrá discriminación o acoso debido a raza, color, sexo, estado marital, orientación sexual, religión, origen nacional, edad o discapacidad en cualquier programa educacional, actividades o empleo. Personas que tengan preguntas sobre igualdad de oportunidades y la no discriminación deben comunicarse con la Oficina de la Superintendente del Distrito Escolar de Ontario, 541.889.5374.

# APPLICATION PROCEDURES

The Ontario School District is interested in you as a candidate. To help us with the application process, we request that you follow these procedures:

**APPLICATION:** For your application to be considered, it must be complete. Your application must include an application form and at least three employment references. Please do not list friends or family.

**INTERVIEWS:** Candidates will be selected for interviews when specific vacancies occur in areas of qualification.

**EMPLOYMENT OFFER:** Offers of employment will be made by the Superintendent or Director of Personnel.

## PERSONAL INFORMATION (Required)

The following questions are to assist in determining a prospective employee's fitness as an applicant. The answers to these questions are subject to verification by a police agency. A "yes" answer does not automatically disqualify an applicant. Each case will be judged individually.

- YES  NO  1. Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct or alleged violation of professional standards of conduct or when you had reason to believe such investigation was imminent?
- YES  NO  2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct?
- YES  NO  3. Have you ever failed to complete a contract for educational services in any educational or school-related position, or for any alleged misconduct or alleged violation of professional standards of conduct been placed on leave by your employer or left such employment prior to end of the contract term?
- YES  NO  4. Have you ever had a professional certificate, credential or license (of any kind) revoked or suspended or have you been placed on probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?
- YES  NO  5. Have you ever been denied a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?
- YES  NO  6. Have you ever surrendered a professional license of any kind before its expiration?
- YES  NO  7. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?
- YES  NO  8. Have you ever been convicted or been granted a conditional discharge by any court for: (a) any felony; (b) misdemeanor; or (c) any major traffic violation, such as: 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  9. Have you ever been arrested or cited for any offense listed in question (8) above which is still pending in the court?
- YES  NO  10. Have you ever entered a plea of *Guilty* or *No Contest* relative to any charge for an offense listed in question (8)?
- YES  NO  11. Have you ever had a civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking or other threatening behavior toward other persons?

## EQUAL OPPORTUNITY EMPLOYER

The Ontario School District, an equal opportunity employer, complies with provisions of the various civil rights laws, such as the Fair Employment Practices Act, Title IX Regulations, and section 504 of PL 93.112 in employment and educational programs and activities.

## DRUG FREE WORKPLACE

The District is committed to maintaining 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.

In accordance with District policy, smoking, and the use of all tobacco products will be prohibited on all District property.

**THIS APPLICATION IS A DISTRICTWIDE APPLICATION  
AND WILL BE KEPT ON FILE FOR ONE YEAR**

You may update your application by calling or stopping by the Personnel Office

BILINGUAL NO  YES  IF YES, indicate language \_\_\_\_\_ EMAIL \_\_\_\_\_

POSITION(S) APPLYING FOR \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ MSG PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ SSN - LAST 4 \_\_\_\_\_

Are you a member of Oregon Public Employees Retirement System? \_\_\_\_\_ Retirement Number \_\_\_\_\_

**EDUCATION**

NAME	LOCATION	DEGREE	FINAL YEAR
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HIGH SCHOOL \_\_\_\_\_

COLLEGE \_\_\_\_\_

**EXPERIENCE - LIST EXPERIENCE FOR THE LAST 10 YEARS. EXPLAIN ANY BREAKS IN EMPLOYMENT. ATTACH A SEPARATE SHEET IF NECESSARY.**

NAME	ADDRESS	OCCUPATION	DATES EMPLOYED	REASON FOR LEAVING	SUPERVISOR
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT REFERENCES - PLEASE DO NOT LIST FRIENDS OR FAMILY.**

NAME	ADDRESS	PHONE
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HEREBY CERTIFY that the facts set forth on this application and all documents submitted for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application or supporting documents shall be considered sufficient cause for dismissal. I hereby grant to the District or its agent permission to check civil or criminal records, contact any past employer or other source of information to verify any statements made on this application. If offered employment, I agree to drug testing, to be fingerprinted, to submit to any required physical examination related to the physical demands of the position, and produce the required documentation for the I9 form within three (3) days.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
APPLICANT'S NAME PRINTED

\_\_\_\_\_  
DATE

PLEASE COMPLETE APPROPRIATE SECTIONS

**CUSTODIAL & MAINTENANCE**

Available: Full-Time \_\_\_ Part-Time \_\_\_ Substitute (Part-Time/On Call) \_\_\_

For which position are you applying? Custodial \_\_\_ Maintenance \_\_\_

If maintenance, check appropriate box(es) below with which you have experience:

Heating \_\_\_ Plumbing \_\_\_ Electrical \_\_\_ Grounds \_\_\_ Carpentry \_\_\_ Painting \_\_\_

Other: \_\_\_\_\_

**INSTRUCTIONAL ASSISTANT / SECRETARIAL / TECHNOLOGY**

Available: Full-Time \_\_\_ Part-Time \_\_\_ Substitute (Part-Time/On Call) \_\_\_

Specific Skills: \_\_\_ Typing / Word Processing \_\_\_ words per minute  
(Please check) \_\_\_ Bookkeeping  
\_\_\_ List programs used: \_\_\_\_\_

**ATTACH SEPARATE SHEET IF NECESSARY**

If you are applying for an assistant position, please complete the following:

Instructional Assistant \_\_\_ Clerical Assistant \_\_\_ Library Assistant \_\_\_

List subject areas of interest for an Instructional Assistant (Example: Reading, Math, Science, Language Arts, Social Studies):  
\_\_\_\_\_

**FOOD SERVICE**

Available: Full-Time \_\_\_ Part-Time \_\_\_ Substitute (Part-Time/On Call) \_\_\_

Have you been employed in any kind of food service? \_\_\_ Where? \_\_\_\_\_

Specific Skills: \_\_\_ Restaurant \_\_\_ School \_\_\_ Other (Specify)  
(Please check) \_\_\_ Baking \_\_\_ Food Preparation \_\_\_ Meal Planning

Special Cooking Abilities \_\_\_\_\_

**TRANSPORTATION**

Do you hold a valid Oregon Driver's License with CDL / Bus Endorsement? \_\_\_\_\_

Have you been involved in a traffic accident in the past four years? \_\_\_\_\_

Explain: \_\_\_\_\_

Have you received any traffic warning, citation, or violation in the past four years?

Explain: \_\_\_\_\_