

LICENSED APPLICATION



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

Phone 541.889.5374 ■ FAX 541.889.8553

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. We request that you follow these application procedures:

- APPLICATION:** For your application to be considered, it must be complete. Your application must include a cover letter, resume, three letters of recommendation from those who have supervised your teaching, unofficial transcripts, and a copy of your current teaching license. Materials may be submitted via email, FAX or regular mail.
- INTERVIEWS:** If selected for an interview, you will be invited by phone or email.
- EMPLOYMENT OFFER:** Offers of employment will be made by the Superintendent or Director of Personnel.
- LICENSURE:** A valid Oregon teaching license for the assignment offered to an applicant must be on file in the District Office prior to the beginning date of the contract.

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 and/or court records. A "yes" answer does not automatically disqualify an applicant. Each case will be judged individually.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>	2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>	5. Have you ever had a contract non-renewed or non-extended by a school board?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	6. 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 <input type="checkbox"/>	NO <input type="checkbox"/>	7. Have you ever surrendered a professional license of any kind before its expiration?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	8. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	9. 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 <input type="checkbox"/>	NO <input type="checkbox"/>	10. Have you ever been arrested or cited for any offense listed in question (9) above which is still pending in the court?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	11. Have you ever entered a plea of <i>Guilty</i> or <i>No Contest</i> relative to any charge for an offense listed in question (9)?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	12. 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

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.

Date of Application _____

Date of Availability _____

I am applying for: (check all that apply)

- Full-time Teaching
- Part-time Teaching
- Administration
- Other _____

Name _____
 First Middle Last Other Names Used

Social Security Number - Last 5 digits _____ Birthdate _____

Address _____
 Street City State Zip

Phone Number _____ Message Number _____

Email address _____

Designate in order of preference the type of position for which you are applying by writing the numerals 1, 2, and 3 beside the following:

Elementary ____ Middle School ____ Senior High ____ Administration ____ Special ____

List below in order of preference the grade levels, specific subjects, or positions for which you wish to be considered:

1. _____ 2. _____ 3. _____

List below any interests in special programs (i.e., team teaching, non-graded, open space, school library, media, career education, art areas, etc.)

Are you serving or did you serve in the military? Yes or No (circle one)

Are you bilingual? _____ If yes, specify language _____ Native Language _____

Referral Source: Advertisement ____ Friend ____ Relative ____ University ____ Walk-in ____
 Recruiting Fair ____ Other (Please specify) _____

PROFESSIONAL INFORMATION

Do you hold an OREGON teaching license? YES _____ NO _____ In process _____

(If yes, please include a copy with this application)

_____ Administrative _____ Elementary
_____ Teaching _____ Secondary
_____ Counseling/Psychologist _____ K - 12
_____ Substitute

Endorsements _____

Are you under contract? YES _____ NO _____

If yes, Permanent _____ Temporary _____

District employed with _____ Phone Number _____

Comments _____

Have you ever been a member of the Oregon State Retirement System? YES _____ NO _____

If yes, Retirement Number _____

COLLEGE ACTIVITIES

PROFESSIONAL / ACADEMIC HONORS

LIST AREAS OF PERSONAL INTEREST

PLEASE INDICATE EXTRA-CURRICULAR ACTIVITIES OR PROGRAMS OF INTEREST

The information on all items below should be as complete and accurate as possible as it is used as the preliminary basis for determining salary. Please do not refer the reader to your resume.

EDUCATIONAL TRAINING

	Name of School	Location	Dates Inclusive	Degree & Date	Major	Minor	GPA	
High School								
Undergraduate								Upper Division Qtr. Hrs. beyond B.A.
College or University								
Post Graduate								
College Work								

TEACHING EXPERIENCE List most recent experience first. Include only those experiences for which a teaching certificate was required. Please do not include substitute experience. Other job related experiences should be listed on your resume.

Dates From To	District / Location	Name of School	# of Yrs	Subjects and Grades Taught	Full-Time	FTE if not Full-Time	Reason for leaving or wishing to leave
TOTAL							

SUBSTITUTE / STUDENT TEACHING EXPERIENCE If your only teaching experience to date has been substitute/student teaching, please describe on the line below.

REFERENCES Give three references including superintendents and principals for whom you taught who have first-hand knowledge of your character, personality, scholarship and teaching ability.

NAME	ADDRESS	PHONE NUMBER	OFFICIAL POSITION