

# 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](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 Eric Norton, Title VI & IX Coordinator at the Ontario School District Office or via email [enorton@ontario.k12.or.us](mailto:enorton@ontario.k12.or.us)

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 Eric Norton, Coordinador del Títulos VI y IX en la Oficina del Distrito Escolar o por correo electrónico a [enorton@ontario.k12.or.us](mailto:enorton@ontario.k12.or.us)

## 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 \_\_\_\_\_

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 OR COACHING ACTIVITIES INTEREST**

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE INDICATE EXTRA-CURRICULAR ACTIVITIES OR PROGRAMS OF INTEREST**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In your own handwriting, please indicate why you are applying for a position with the Ontario School District. Limit your statement to the space provided.**

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**On a separate sheet, explain how your education and work experience qualify you for the position(s) for which you are applying. Limit your statement to 500 words or less (approximately 1 page, double spaced).**

**I hereby certify that the facts set forth on this application 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 immediate 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 or supporting documents. If offered employment, I agree to drug testing, to be fingerprinted, submit to any required physical examination related to the physical demands of this position, and produce the required documentation for the I9 form within three (3) days.**

**SIGNATURE \_\_\_\_\_**

**DATE \_\_\_\_\_**

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	Degree	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.

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**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