



CLASSIFIED APPLICATION

Please Return this Application to:

North Douglas School District No. 2
PO Box 428
Drain, OR 97435 (541) 836-2223

North Douglas School District#22 is an Equal Opportunity/Affirmative Action Employer. NDSD will give Veterans rated hiring preference.

POSITION APPLYING FOR

- | | |
|--|---|
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Secretarial/Clerical |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Substitute |
| <input type="checkbox"/> Food Services | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Instructional Assistant | _____ |

PERSONAL DATA

Name _____
Last First Middle Social Security No.

Address _____
Number Street Apartment/PO Box

City State Zip Code

Phone _____
Home Business/Message Email Address

- Are you legally eligible for employment in the USA? Yes No
- Date available to begin employment: _____
- Do you have a valid Oregon Driver's License? Yes No
- Are you interested in employment: Full Time Part Time Either full or part time
- Have you been given a job description or had the essential functions of the job explained to you? Yes No
- Do you understand these essential functions? Yes No
- Can you perform the essential functions of this job with or without reasonable accommodation? Yes No

Only those candidates being considered for positions will be contacted for interviews

EDUCATION

SCHOOL	DATES ATTENDED	MAJOR AREAS OF STUDY	DEGREE RECEIVED
HIGH:	From:		
	To:		
COLLEGE/UNIVERSITY/OTHER:	From:		
	To:		

PREVIOUS EXPERIENCE

Complete this section even if you will be attaching a resume.
Add a separate sheet if necessary.

1. Employer (list most recent first) 2. Street Address 3. City, state, Zip 4. Supervisor 5. Phone	Employed		Position	Reason for Leaving or Wishing to Leave
	From: Mo/Yr	To: Mo/Yr		
1 _____ 2 _____ 3 _____ 4 _____ 5_(_____)_____				
1 _____ 2 _____ 3 _____ 4 _____ 5_(_____)_____				
1 _____ 2 _____ 3 _____ 4 _____ 5_(_____)_____				
1 _____ 2 _____ 3 _____ 4 _____ 5_(_____)_____				

ADDITIONAL INFORMATION

Use the space below and/or attach a Resume to summarize any additional information.

REFERENCES

Please list three references who are qualified to answer questions regarding your employment. Include especially persons under whom or for whom you have worked.

NAME	ADDRESS	DISTRICT/COMPANY	TELEPHONE
1			
2			
3			

VOLUNTEER & COMMUNITY ACTIVITIES

Organization _____

Date: Mo/Yr _____

Position/Duties/Honors _____

EMPLOYMENT PROCEDURE

1. Proof of employment eligibility for compliance with the United States Immigration Control and Reform Act of 1986 is a condition of employment.
2. Satisfactory completion of physical examination and drug testing may be required for employment.
3. Previous members of Oregon Public Employees Retirement System (PERS) must clarify their status with PERS.
4. Classified employees hired into a position having direct, unsupervised contact with students will be fingerprinted for criminal history check in compliance with OAR 581-22-715 and ORS 674.
5. In the event of your selection, the information given on this application will become part of your personnel record at North Douglas School District No. 22.
6. Return this application to the **North Douglas Schools District Office, 500 So Main Street, PO Box 428, Drain, OR 97435**. Thank you for your interest in our District. We appreciate your application.

SIGNATURE/AUTHORIZATION/AGREEMENT

PLEASE READ CAREFULLY:

I hereby certify that the facts set forth in the foregoing application are true and complete to the best of my knowledge and that I am at least 18 yrs. of age. I understand, if employed, that any falsified, incomplete, or misleading statements on this application may result in my dismissal. I understand that reference checks will be requested from prior employers and I authorize North Douglas School District to release State Form #581-2283-C, reporting status of nationwide criminal history check to school districts in Oregon requesting this information.

Signature of Applicant _____ Date _____

North Douglas School District No. 22
P.O. Box 428, 500 So. Main St
Drain, OR 97435
541-836-2223

Name

Position for which you are applying

EQUAL OPPORTUNITY INFORMATION

This information is voluntary. It is used to insure equal employment opportunity under an Affirmative Action program and to monitor the program. If you prefer not to provide the information, there will be no effect on your application.

Signature

Date

OR continue below

1. Your age group: under 22 22-30 31-40 over 40
2. Sex: Male Female Other
3. Race or ethnic group: American Indian Asian Black Hispanic
 White Other (please specify)
4. Do you have a physical or mental impairment or disability, including a past history of alcoholism, drug addiction or dependency? Yes No

Will this impairment or disability interfere with your successful performance of employment duties?
 Yes No

If yes, describe such condition: _____

What job accommodations or modifications do you believe would enable you to perform this job despite your impairment or disability?

Signature

Date

North Douglas School District

INFORMATION RELEASE

I acknowledge that inquiries may be made to obtain job-related information from my previous employers, whether or not they are listed on the attached application and that similar inquiries may be directed to the persons listed as personal references as well as to any other individual who knows me.

I further acknowledge that North Douglas School District may, at its discretion, make inquiries of law-enforcement agencies, the department of motor vehicles, credit bureaus and educational institutions, as well as to initiate investigations by private persons for the purpose of verifying information supplied by me or to obtain additional information. I authorize such investigation and the giving and receiving of any information requested by the school district and I release from liability any persons giving or receiving any such information.

I affirm that all information provided by me on this application is true and complete. I understand that if any part of the information is false or misrepresented (including omission of information called for), my application may not be considered, or if I am hired by North Douglas School District, will be sufficient grounds for immediate dismissal.

A photocopy of this release shall be as effective as the original.

Applicant's Signature _____

Date _____

CRIMINAL HISTORY VERIFICATION OF APPLICANTS

THIS FORM MUST BE ENCLOSED WITH THE 581-2281-N CRIMINAL HISTORY VERIFICATION FOR PRE-EMPLOYMENT AND VOLUNTEERS COVER FORM, ALONG WITH A SCHOOL CHECK IN THE AMOUNT OF \$5.00 PER APPLICANT. ALL DOCUMENTS MUST BE MAILED TOGETHER TO THE OREGON DEPARTMENT OF EDUCATION; OTHERWISE, THEY WILL BE RETURNED.

Please type or print clearly.

As Appears on License

Name: Date of Birth: Sex:
(Last Name) (First Name) (Middle Name) MM/DD/YY

List Other Names Previously Used:
(includes Maiden Name)

Social Security No.: Driver License/Identification Card No.:

Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial. If you do provide the number, the Oregon Department of Education will use it as an additional identifier to search for any criminal record you may have within the State of Oregon. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

Mailing Address:
Full Street Address/Post Office Box

City: State: Zip + 4:

Advisory: An in-state check of the applicant's criminal history will be made by the Oregon Department of Education to verify the responses to the following questions. If you answer no to any of the questions below, and a criminal conviction exists, this will result in a "No" determination by ODE.

Convictions of misdemeanor or felony crimes DO NOT automatically drop off your record after a period of time. If you believe a crime has been removed from your record and you are mistaken, it will result in a finding that you knowingly made a false statement.

1. Have you EVER been convicted of ANY crimes listed under 1 on the reverse side of this form? Yes No
If yes, was the crime in Oregon or a similar crime in another state?
2. A crime includes a felony or misdemeanor. Have you EVER been convicted of ANY other crime NOT included in the list under question 1, this includes major traffic violations (including DUII, etc)? Yes No

The applicant is entitled to inspect and challenge the accuracy of their Oregon criminal record through the Oregon State Police procedures by contacting Oregon State Police directly under ORS 181A.230(3) and OAR 257-10-0035.

I hereby grant to the Oregon Department of Education permission to check civil or criminal records to verify any statement made on this form for the purpose of pre-employment and/or volunteering purposes at an Oregon school and/or institution.

I acknowledge reading and receipt of this notice.

Applicant's Signature: _____ Date: _____

**CRIMES RELATING TO QUESTION 1
OREGON LAWS**

163.095	Aggravated Murder	167.062	Sadomasochistic Abuse or Sexual Conduct in Live Show
163.107	Murder in the First Degree		
163.115	Murder in the Second Degree		
163.185	Assault in the First Degree	167.075	Exhibiting an Obscene Performance to a Minor
163.235	Kidnapping in the First Degree		
163.355	Rape in the Third Degree	167.080	Displaying Obscene Materials to Minors
163.365	Rape in the Second Degree	167.090	Publicly Displaying Nudity or Sex for Advertising Purposes
163.375	Rape in the First Degree		
163.385	Sodomy in the Third Degree	475.808	Unlawful manufacture of hydrocodone within 1,000 feet of school
163.395	Sodomy in the Second Degree	475.810	Unlawful delivery of hydrocodone
163.405	Sodomy in the First Degree	475.812	Unlawful delivery of hydrocodone within 1,000 feet of school
163.408	Unlawful Sex Penetration in the Second Degree		
163.411	Unlawful Sex Penetration in the First Degree	475.818	Unlawful manufacture of methadone within 1,000 feet of school
163.415	Sexual Abuse in the Third Degree		
163.425	Sexual Abuse in the Second Degree	475.820	Unlawful delivery of methadone
163.427	Sexual Abuse in the First Degree	475.822	Unlawful delivery of methadone within 1,000 feet of school
163.432	Online Sexual Corruption of a Child in the Second Degree		
163.433	Online Sexual Corruption of a Child in the First Degree	475.828	Unlawful manufacture of oxycodone within 1,000 feet of school
163.435	Contributing to the Sexual Delinquency of a Minor	475.830	Unlawful delivery of oxycodone
		475.832	Unlawful delivery of oxycodone within 1,000 feet of school
163.445	Sexual Misconduct		
163.465	Public Indecency	475.848	Unlawful Manufacture of Heroin within 1,000 Feet of School
163.515	Bigamy	475.852	Unlawful Delivery of Heroin within 1,000 Feet of School
163.525	Incest		
163.547	Child Neglect in the First Degree	475.868	Unlawful Manufacture of 3, 4-Methylenedioxymethamphetamine within 1,000 Feet of School
163.575	Endangering the Welfare of a Minor		
163.670	Using Child in Display of Sexually Explicit Conduct	475.872	Unlawful Delivery of 3, 4-Methylenedioxymethamphetamine within 1,000 Feet of School
163.675	Sale of Exhibition of Visual Reproduction of Sexual Conduct by Child		
163.680	Paying for Viewing Sexual Conduct Involving a Child	475.878	Unlawful Manufacture of Cocaine within 1,000 Feet of School
163.684	Encouraging Child Sex Abuse in the First Degree	475.880	Unlawful Delivery of Cocaine
		475.882	Unlawful Delivery of Cocaine within 1,000 Feet of School
163.686	Encouraging Child Sex Abuse in the Second Degree		
		475.888	Unlawful Manufacture of Methamphetamine within 1,000 Feet of School
163.687	Encouraging Child Sex Abuse in the Third Degree		
		475.890	Unlawful Delivery of Methamphetamine
163.688	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the First Degree	475.892	Unlawful Delivery of Methamphetamine within 1,000 Feet of School
		475.904	Unlawful Manufacture or Delivery of Controlled Substance within 1,000 Feet of School
163.689	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the Second Degree		
		475.906	Penalties for Distribution to Minors
164.325	Arson in the First Degree	161.405	Attempt to Commit Any of the Above-Listed Crimes
164.415	Robbery in the First Degree		
166.005	Treason		
166.087	Abuse of Corpse in the First Degree		
167.007	Prostitution		
167.008	Patronizing a Prostitute		
167.012	Promoting Prostitution		
167.017	Compelling Prostitution		
167.057	Luring a Minor		