

# Application for Employment Grant School District No. 3

Grant School District No. 3 is an equal opportunity employer. Our school district does not discriminate on the basis of age, race, religion, color, gender, gender identity, sexual orientation, national origin, marital status, physical or mental disability.

*Please complete all portions of the application. Incomplete applications will not be accepted.  
This application is considered current for one year from the date of application only!  
Please print or type!*

<b>SECTION: 1   Position of Interest   Contact Information   Education</b>	
Date:	Where did you hear about this position?
Position(s) you applying for:	
Full Legal Name:	
Address/mailling:	
Address/physical:	
Social Security Number:	
Phone:	Email:

**EDUCATION | *Please list most recent first:***

**SCHOOL:                      ADDRESS:    DIPLOMA/DEGREE | YEAR COMPLETED:**


*(If more space is needed, please use separate page)*

**OTHER CERTIFICATIONS/LICENSES:**


*(If more space is needed, please use separate page)*

# Application for Employment

## Grant School District No. 3

**SECTION: 2 | Employment Record** *(Please list most recent position first):*

<b>1) POSITION:</b>	<b>Dates Employed</b>	<b>from:</b>	<b>to:</b>
<b>Employer Name:</b>		<b>Phone:</b>	
<b>Address/ mailing:</b>			
<b>Address/physical:</b>			
<b>Salary:</b>			
<b>Reason for Leaving:</b>			
<b>2) POSITION:</b>	<b>Dates Employed</b>	<b>from:</b>	<b>to:</b>
<b>Employer Name:</b>		<b>Phone:</b>	
<b>Address/ mailing:</b>			
<b>Address/physical:</b>			
<b>Salary:</b>			
<b>Reason for Leaving:</b>			
<b>3) POSITION:</b>	<b>Dates Employed</b>	<b>from:</b>	<b>to:</b>
<b>Employer Name:</b>		<b>Phone:</b>	
<b>Address/ mailing:</b>			
<b>Address/physical:</b>			
<b>Salary:</b>			
<b>Reason for Leaving:</b>			
<b>4) POSITION:</b>	<b>Dates Employed</b>	<b>from:</b>	<b>to:</b>
<b>Employer Name:</b>		<b>Phone:</b>	
<b>Address/ mailing:</b>			
<b>Address/physical:</b>			
<b>Salary:</b>			
<b>Reason for Leaving:</b>			

**Please list any specific knowledge, skills and/or personal qualities you possess which you feel are relevant to the position:**


## Application for Employment Grant School District No. 3

### SECTION: 3 | References *(Please provide Business and Personal References):*

NAME:	PHONE:	EMAIL:	BUSINESS or PERSONAL:
A.			
B.			
C.			
D.			

**~ STOP ~**

*If you are applying for a DRIVING or COACHING position, please complete Section: 4.  
If not, please skip to: "Disclaimers A & B", sign/date (bottom of page), then to Page: 4, Section: 5*

### SECTION: 4 | Coaching | Bus Drivers *(Special Note: Mini Bus Certification is required for coaching positions)*

Driver License Number:	State <i>(Oregon DL required):</i>	Expiration date:
Do you have a CDL? Yes: <input type="checkbox"/> ; No: <input type="checkbox"/>		
State issued: _____ Restrictions: Yes: <input type="checkbox"/> ; No: <input type="checkbox"/> - if Yes, please list: _____		
Have you had a vehicle accident of any type within the last five years? Yes: <input type="checkbox"/> ; No: <input type="checkbox"/>		
If Yes, please explain, including dates and circumstances: _____		
Has your driver's license ever been revoked? Yes: <input type="checkbox"/> ; No: <input type="checkbox"/>		
If yes, when?: _____ ; Where?: _____ Why <i>(who was at fault)?</i> : _____		
Are you NFHS Certified ( <a href="http://www.osaa.org">www.osaa.org</a> ) ? Yes: <input type="checkbox"/> ; No: <input type="checkbox"/>		

#### **DISCLAIMERS A & B:**

**A)** I understand that consideration for employment is contingent on the results of a reference/background check, and the screening/interview process which may include pre-employment testing. I authorize Grant School District No. 3 to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references or any other persons who can verify information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B)** I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsifications and/or omissions in any detail are grounds for disqualification from employment consideration; or if hired, for dismissal from employment. I further understand that if hired, my employment will be on a probationary status for 90 days. I further understand that no recruiter or interviewer or other representative of Grant School District other than the Superintendent and the Board of Directors has any authority to enter into an agreement for employment for any specified period of time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application for Employment Grant School District No. 3

Section: 5   National Questions   United States	Answer YES / NO
<b>01)</b> Are you a U.S. citizen or otherwise legally authorized to work in the U.S.?	<span style="color: red;">Circle One:</span> YES / NO
<b>02)</b> Is your physical/mental health condition such that you can fulfill the essential job functions of the work for which you are applying (either with or without reasonable accommodations)?	YES / NO
Section: 6   Regional Questions   Oregon	Answer YES / NO
<b>01)</b> 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
<b>02)</b> Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standard of conduct?	YES / NO
<b>03)</b> Have you ever failed to complete a contract for educational services in any educational or school- related position, for any alleged misconduct or alleged violation of professional standards of conduct?	YES / NO
<b>04)</b> Have you ever had a professional certificate, credential or license (of any kind) revoked or suspended, or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards of conduct?	YES / NO
<b>05)</b> 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
<b>06)</b> Have you ever surrendered a professional license of any kind before its expiration?	YES / NO
<b>07)</b> Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?	YES / NO
<b>08)</b> Have you ever been convicted or been granted 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
<b>09)</b> Have you ever been arrested or cited for any offense listed in the question # 08 which is still pending in court?	YES / NO
<b>10)</b> Have you ever entered a plea of Guilty or No Contest relative to any charge for an offense listed in question # 08?	YES / NO
<b>11)</b> Have you ever had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking or any other threatening behavior toward another person(s)?	YES / NO

*~If you answered yes to any questions in Section: 6 / Oregon, please explain in detail on a separate page ~*

<b>SECTION: 7   Please read carefully:</b> I authorize my listed references, current/former employers, educational institutions, and anyone else who has information about my work history and education qualification, to provide information to the school district for which I applying for employment. I release the school district and all persons providing this information to the school district, from any liability whatsoever for obtaining and providing said information, regardless of the results. Please indicate you have read and agree to these terms by placing both your <b>INITIALS</b> and <b>DATE</b> in the text box. →	<b>Initials:</b>  <b>Date:</b>
Have you EVER been the subject of a substantiated report of child abuse or sexual misconduct, involving a K-12 student or any minor child, or anyone else? If yes, please explain on a separate sheet of paper. →	YES / NO
Are you currently the subject of an ongoing investigation related to a report of suspected child abuse or sexual misconduct involving a K-12 student or minor child, or anyone else? If yes, please explain on a separate sheet of paper. →	YES / NO
Have you listed ALL current/former employers who are education providers in the Experience section of this application? →	YES / NO

**Application for Employment**  
**Grant School District No. 3**



**GRANT SCHOOL DISTRICT NO. 3**

401 N Canyon City Blvd. • Canyon City, OR 97820-6111  
Phone: (541) 575-1280 • Fax: (541) 575-3614

Dear Grant School District Applicants & New Hires:

All new hires, under ORS 339.370 – Oregon school districts are required to receive a background check, including data related to sexual misconduct, from their previous educational employers. The following form is our Disclosure Release form that will be sent to three of your previous educational employers. If you have not worked with three previous educational employers, please list any educational employers that you have worked with previously.

Please complete the top half of the form listing each educational employer. Sign, date and return the completed form to our district office. Approval for hiring will be contingent upon passing this background check, and final approval from our Board of Directors.

Please call with any questions or concerns.

Thank you for your interest in joining our team!

---

Jana Young  
Human Resources Representative  
(541) 575-1280 Ext. 3023

---

Mark W. Witty  
Superintendent

JY/jm

**LEGAL DISCLAIMER:** Information received on these forms is confidential and is not subject to public record as defined in ORS 192.410. An education provider may only use this information for the purpose of evaluating an applicant's eligibility to be hired. An education provider may not hire an applicant who does not comply with this requirement. An education provider may hire an applicant on a conditional basis pending the education provider's review of information and records received on these forms. Sexual misconduct is defined as any verbal or physical conduct by a school employee that is sexual in nature; is directed toward a K – 12 grade student; has the effect of unreasonably interfering with a student's educational performance; and creates an intimidating, hostile or offensive educational environment.

(Oregon Legislature House Bill 2062, 2009 Legislative Session)

# Application for Employment

## Grant School District No. 3

### Disclosure Release

(District submits this form to previous school district employers)

To:	SCHOOL DISTRICT EMPLOYER:	<input type="checkbox"/> Check here, if no prior School District employment history
	PERSONNEL DEPARTMENT:	
	STREET ADDRESS:	
	CITY, STATE, ZIP:	

The named applicant is under consideration for a position in our district and has had previous employment with your organization. As a former employer, we request you provide the information on this form within 20 business days as required by Oregon State law. Your assistance is appreciated.

APPLICANT NAME (FIRST, MIDDLE, LAST)
FULL NAME WHEN LAST EMPLOYED WITH ORGANIZATION
CERTIFICATE NUMBER (State of Issuance)
APPROXIMATE DATES OF EMPLOYMENT
POSITION(S)

I certify that I have not been the subject of a substantiated report of child abuse or sexual misconduct, or the subject of any such ongoing investigation.  
Check one: YES: ; NO:

I authorize you to release to Grant School District No. 3 all information related to whether I was subject to any substantiated reports of child abuse or sexual misconduct related to my employment with you. Such information includes copies of all related disciplinary records required to be released as provided by ORS 339.375 (7).

Applicant Signature	Date
---------------------	------

### This section to be completed by former school district employer(s) only!

Check here:  if there is **no record of employment**.

*If no record, please skip to Section 6, sign, date and return this form. Thank you!*

1) Dates of employment – from:	to:
2) Is the applicant subject to an ongoing investigation related to any report of suspected child abuse or sexual misconduct? YES <input type="checkbox"/> ; NO <input type="checkbox"/> ; <i>if no, skip to Section 6</i> . If yes, explain the definition of child abuse and sexual conduct used by the education provider when said report(s) was/were substantiated:	
3) Explain the standards used by the education provider to determine when said report(s) was/were substantiated:	
4) Was the applicant subject to <u>any</u> substantiated report(s) of child abuse or sexual misconduct? YES <input type="checkbox"/> ; NO <input type="checkbox"/>	
5) Please provide the date(s) of said report(s):	Legal Case Number(s), if applicable:
6) X _____ Former Employer Representative Signature Title Date	

#### Return all completed information to:

SCHOOL DISTRICT		Date/Time Received:	
Grant School District No. 3		ATTN: Jana Young	
ADDRESS	PHONE NUMBER	FAX NUMBER	
401 N Canyon City Blvd   Canyon City, OR 97820-6111	(541) 575-1280	(541) 575-3614	