

Application for Employment With Grant School District 3

Grant School District 3 is an equal opportunity employer. Our school district does not discriminate on the basis of age, race, religion, color, gender, 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:

Date: _____

Position for which you are making application: _____

Name: _____

Address: _____ Phone: _____

Social Security Number: _____

Email: _____

EDUCATION:

SCHOOL	ADDRESS	#OF YEARS	DEGREE/ DIPLOMA
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HIGH

COLLEGE

OTHER

EMPLOYMENT RECORD *(Please list most recent position first)*

Position: _____ **Dates: from** _____ **to** _____
Employer Name: _____ **Phone:** _____
Address: _____ **Salary:** _____
Reason for Leaving: _____

Position: _____ **Dates: from** _____ **to** _____
Employer Name: _____ **Phone:** _____
Address: _____ **Salary:** _____
Reason for Leaving: _____

Position: _____ **Dates: from** _____ **to** _____
Employer Name: _____ **Phone:** _____
Address: _____ **Salary:** _____
Reason for Leaving: _____

Position: _____ **Dates: from** _____ **to** _____
Employer Name: _____ **Phone:** _____
Address: _____ **Salary:** _____
Reason for Leaving: _____

Position: _____ **Dates: from** _____ **to** _____
Employer Name: _____ **Phone:** _____
Address: _____ **Salary:** _____
Reason for Leaving: _____

LIST ANY SPECIFIC KNOWLEDGE, SKILLS AND/OR PERSONAL QUALITIES YOU POSSESS WHICH YOU FEEL ARE RELEVANT TO THE POSITION.

REFERENCES:

NAME	ADDRESS & PHONE	YOUR RELATIONSHIP/ ASSOCIATION TO THIS INDIVIDUAL
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A.

B.

C.

D.

FOR COACHING/BUS DRIVERS: Mini Bus Certified required for many coaches

Driver's license number _____ Expiration date _____

Do you have a CDL? Yes No

State in which issued _____ Restrictions, if any _____

Have you had a vehicle accident of any type within the last five years? Yes No

If yes, give dates and circumstances: _____

Has your driver's license ever been revoked Yes No If yes, when? _____

Where? _____ Why? _____

Are you NFHS Certified (www.osaa.org) ? Yes No**DISCLAIMERS:**

- 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 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: _____

National Questions (United States)

Question	Answer Yes or No
Are you a U.S. citizen or otherwise legally authorized to work in the U.S.?	
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)?	

Regional Questions (Oregon)

Question	Answer Yes or No
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?	
Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standard of conduct?	
Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standard of conduct?	
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?	
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?	
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?	
Have you ever surrendered a professional license of any kind before its expiration?	
Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?	
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?	
Have you ever been arrested or cited for any offense listed in the question above which is still pending in court?	
Have you ever entered a plea of guilty of No Contest relative to any charge for an offense listed in the question two above?	
Have you ever had any 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?	

If you answered yes to any Oregon regional questions, please explain why in detail on separate sheet of paper.

I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualification, or fitness to provide such information to the school district for which I completed and employment application. I release the school district and all persons providing this information to the school district, from any liability whatsoever for obtaining and providing that information, regardless of the results. Please indicate you have read and agree to these terms by placing both your INITIALS and DATE in the text box.	
Have you EVER been the subject of a substantiated report of child abuse or sexual conduct (involving a K-12 student or minor child)? If yes, please explain on a separate sheet of paper.	
Are you currently the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct (involving a K-12 student or minor child)? If yes, please explain on a separate sheet of paper.	
Have you listed ALL current and former employers who are education providers in the Experience section of this application?	

Bret Uptmor
Superintendent



GRANT SCHOOL DISTRICT #3

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

Grant School District New Hires and Applicants:

Under provisions of ORS 339.370 the district is required to perform background checks related to sexual misconduct on all new hires through their three previous educational employers. Enclosed is Grant School District's Disclosure Release form to be sent to your three past educational employers. If you have not worked with three previous educational employers please list any educational employers that you have worked with in the past. Complete the top half or the form for each past educational employer, sign and date the release form and return to the District office at the address provided above.

Final hiring will be contingent upon board approval and the completion of sexual misconduct background checks.

Please do not hesitate to call me if you have any questions or concerns.

Thank you,

Bret Uptmor,
Superintendent

BOARD OF DIRECTORS:

Chairman Chris Cronin ■ Colleen Robertson ■ Aaron Lieuallen ■ Kelly Stokes ■ Jake Taylor ■ Tracy Wyllie ■ Haley Walker



GRANT SCHOOL DISTRICT #3

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Disclosure Release

(District submits this form to Previous School District Employer(s))

To:	SCHOOL DISTRICT EMPLOYER	<input type="checkbox"/> No Prior School District Employment
	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 conduct or the subject of any such ongoing investigation. Check one below:
 Yes No

I authorize you to release to the Grant School District#3 all information related to whether I was subject to any substantiated reports of child abuse or sexual conduct* 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
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This section to be completed by former school district employer(s) only No record of employment

Dates of employment: _____
From To

The applicant was the subject of any substantiated reports of child abuse or sexual conduct.
 No Yes

If yes, the dates of any substantiated report(s): _____ The applicant is the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct.
 No Yes

The definition of child abuse and sexual conduct used by the education provider when such report(s) were substantiated

The standards used by the education provider to determine when such report(s) were substantiated. _____

Former Employer Representative Signature	Title	Date
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Grant School District #3 Receipt Date	Received By
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Return all completed information to:

SCHOOL DISTRICT	
Grant School District #3	ATTN: Rachele Simmons
ADDRESS	PHONE NUMBER
401 N Canyon City Blvd	541-575-1280
CITY, STATE, ZIP	FAX NUMBER
Canyon City, OR 97820	541-266-3614

Information received on this form is confidential and is not subject to public record as define 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 this form.

*Sexual conduct 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)