

Classified - Confidential Application for Employment

Athena-Weston School District
375 S. Fifth St., Athena, Oregon 97813 (541-566-3551)

APPLICANT INFORMATION

Full Name	Last	First	Middle
Previous Names Used			
Present Address			
Telephone Number	Home	Business	Message
Citizenship	Would you be able to provide proof of citizenship, visa, or alien registration number if you were hired?		

Date of Birth:

Social Security Number:

EMPLOYMENT DESIRED

Position you are applying for:

Position Number:

Do you have the minimum qualifications listed on the vacancy announcement for this position? Yes [] No []

Summarize special skills and qualifications:

EDUCATION

	Name & Location of School	Major	Last Year Attended	Year Grad.	Degree
High School			9 10 11 12		
College			1 2 3 4		
Grad School			1 2 3 4		
Business/Trade			1 2 3 4		

If not a high school graduate, do you have a GED or Adult High School Diploma? ___ Yes ___ No

From: _____ Date: _____

Athena-Weston School District #29RJ Is An Equal Employment Opportunity Employer

The policy of the Athena-Weston School District shall be to select the best-qualified applicant for a position as needed on the basis of bona fide occupational qualifications. There shall be no discrimination against any applicant or employee because of race, creed, color, national origin, sex, age, age under 70, or disability if the disability does not constitute a bona fide occupational qualification. Athena-Weston School District shall take all necessary actions to comply with the letter and the spirit of state and federal law prohibiting discrimination in employment in keeping with the District's Affirmative Action Plan.

Employment Experience

Starting with your current or latest job, list your last four employers in order. Do not omit any jobs.

1. Employer	Dates Employed	Describe Duties/Responsibilities
	From:	
Address	To:	
	Was this position	
Telephone Number(s)	Full-Time []	
	Part-Time []	
Job Title	Regular []	
	Temporary []	
	Volunteer []	
Supervisor's Name	May we contact this employer? Yes [] No []	Reason for Leaving
2. Employer	Dates Employed	Describe Duties/Responsibilities
	From:	
Address	To:	
	Was this position	
Telephone Number(s)	Full-Time []	
	Part-Time []	
Job Title	Regular []	
	Temporary []	
	Volunteer []	
Supervisor's Name	May we contact this employer? Yes [] No []	Reason for Leaving
3. Employer	Dates Employed	Describe Duties/Responsibilities
	From:	
Address	To:	
	Was this position	
Telephone Number(s)	Full-Time []	
	Part-Time []	
Job Title	Regular []	
	Temporary []	
	Volunteer []	
Supervisor's Name	May we contact this employer? Yes [] No []	Reason for leaving
4. Employer	Dates Employed	Describe Duties/Responsibilities
	From:	
Address	To:	
	Was this position	
Telephone Number(s)	Full-Time []	
	Part-Time []	
Job Title	Regular []	
	Temporary []	
	Volunteer []	
Supervisor's Name	May we contact this employer? Yes [] No []	Reason for leaving

If you need additional space, please continue on a separate sheet of paper.

PROFESSIONAL REFERENCES

Please list the name, business address and phone number of three (3) references, other than relatives, who have knowledge of your skills and ability to perform the position for which you are applying. You may use supervisors from previous page if you wish.

Name:

Title:

Address:

Phone#

Name:

Title:

Address:

Phone#

Name:

Title:

Address:

Phone#

ADDITIONAL INFORMATION

Are you a former Athena-Weston School District employee? _____

Yes

No

If yes, please list dates and positions held:

Within the last seven years have you ever pled guilty, been convicted, fined, imprisoned, or placed on probation for violation of any law, police regulation, or ordinance, excluding minor traffic violations? A conviction record will not necessarily bar you from employment. _____ Yes _____ No If yes, please explain.

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from a position? _____

_____ Yes _____ No If yes, please explain.

Use this space for additional information pertinent to this position you wish to provide.

Reminder:

Please use the following check list as your guide to fulfilling the requirements for a complete application file. Completed, signed, application form. Current resume. A resume is strongly encouraged for all positions, but is required for supervisory and professional-technical positions. Transcripts, if applicable to the position. Any additional current data, such as awards, reference letters, etc.

Applicant Information

Due to the number of applications, we are unable to inform you of openings. Your application will only be included for consideration for subsequent openings of the same classification upon your request. It will be your responsibility to check with this office for information on current openings and activate your application for specific positions of interest. Vacancy announcements are posted in the District Office at 375 S. Fifth St., Athena and in each school in the district, or can be viewed on our web site at www.athwest.k12.or.us.

If offered this position, the Federal Immigration and Nationality Act requires us to verify your identity and authorization to work before you may commence employment. Further, in a continuing effort to ensure the safety and welfare of students and staff, employment is contingent upon the completion of a Criminal Records and Fingerprint Check. A fee of \$62.00 is charged by the Department of Education for processing this clearance. Pre-Employment Drug Testing is also required.

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS APPLICATION

I authorize Athena-Weston School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any current or former employer, person, firm, corporation, education or vocational institution, or government agency to provide Athena-Weston School District with information they have regarding me. I hereby release and discharge Athena-Weston School District and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information which become part of this application will be regarded as confidential and shall not be revealed to me.

I have read, understand, and agree with the above.

Applicant Signature _____

Date _____

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OPTIONAL EMPLOYMENT QUESTIONNAIRE

Athena-Weston School District #29RJ

375 S. Fifth St., Athena, Oregon 97813

Ph: 541-566-3551, Fax: 541-566-9454

Discrimination in the Athena-Weston School District is prohibited under various State and Federal statutes. Recognizing its legal as well as social obligation to make equal employment opportunity a reality, the Athena-Weston School District has an Affirmative Action Plan. The goal of this plan is proportionate representation of the entire community in all staffing classifications. Likewise, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and Section 402 of P.L 93-508, Vietnam Era Veterans Readjustment Act of 1974, encourage the employment of persons with disabilities and Vietnam Era Veterans.

The information solicited on this form is for the use of the Athena-Weston School District #29RJ pursuant to its voluntary affirmative action efforts. The information is requested on a voluntary basis and will be kept confidentially separate from all other employment records.

Name (please print) _____ Date _____

Social Security Number: _____

Position for which you are applying: _____ Position # _____

Check all appropriate items:

- | | | |
|---|---|---|
| <input type="radio"/> Male | <input type="radio"/> Female | <input type="radio"/> Over 40 |
| <input type="radio"/> White | <input type="radio"/> Pacific Islander | <input type="radio"/> American Indian, Eskimo, or Aleut |
| <input type="radio"/> Asian | <input type="radio"/> Black or African American | <input type="radio"/> Hispanic or Latino |
| <input type="radio"/> Other _____ | | |
| <input type="radio"/> Disabled | <input type="radio"/> Veteran | |
| | <input type="radio"/> Vietnam Era (8/5/64 - 5/7/75) | |
| | <input type="radio"/> Disabled (service related) | |
| <input type="radio"/> I do not wish to provide the information requested. | | |
