

CLASSIFIED EMPLOYEE APPLICATION

Lake County School District #7

1341 South First St.

Lakeview, Oregon, 97630

Phone 541 947-3347 Fax 541 947-3386

www.lakeview.k12.or.us

Date Application Completed: _____

Date of Availability: _____

<input type="checkbox"/> APPLICATION FOR FULL-TIME OPEN VACANCY		
<input type="checkbox"/> Secretary	<input type="checkbox"/> Food Services	<input type="checkbox"/> Bus Driver
<input type="checkbox"/> Educational / Library Assistant	<input type="checkbox"/> Custodial / Maintenance	
<input type="checkbox"/> Summer Grounds/Maintenance Crew – Temporary		

<input type="checkbox"/> APPLICATION FOR SUB-EMPLOYEE	
<input type="checkbox"/> Educational / Library Assistant	<input type="checkbox"/> Secretary
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Custodial / Maintenance

Name: _____ (_____)
last first middle other names used - including maiden name

Current Address: _____
street city state zip

Home Telephone #: _____ Cell #: _____

Email: _____

Are you a member of the Public Employees Retirement System? Yes No Retirement Number: _____

AFFIRMATIVE ACTION INFORMATION

This information is to insure equal employment opportunity under an affirmative action program. To assist in this program please provide the following optional information:

1. Race or Cultural Group: American Indian/Alaskan Native Black White
 Asian/Pacific Islander Hispanic Other

2. Sex: Female Male 3. Date of Birth: _____ Are you within the 18-65 age range? _____

4. Are you a Veteran ___ YES ___ NO 5. Are you a Disabled Veteran ___ YES ___ NO

Are you a "Veteran" "Disabled Veteran" as defined under the Oregon law (ORS 408.225(e)) / (ORS 408.225(c))? If you answer "yes" to either of these questions, your service record should be reflected in the Work Experience section of your application.

4. Is your physical and mental condition such that you could fulfill the requirements of the position for which you are applying?
Yes ___ No ___ Explain if you wish: _____

5. The District reserves the right to require pre-employment testing, including but not limited to physical examinations.

6. **All applicants must** also complete and sign page 5 of this application.

The information contained in this application is an accurate summary of my personal record to date:

Applicant's Signature

Date

FOR OFFICIAL USE ONLY

Date application received: ___/___/___ Arrange Interview: Yes No Interview date: ___/___/___

Hire Date: ___/___/___ Date finger-printed: ___/___/___ Regular Employee Substitute:

Fingerprints sent: ___/___/___ Fingerprints cleared through ODE Yes No ___/___/___

Copy of fingerprint cost required of applicant to PAYROLL DEPARTMENT: Yes No Reason: _____

To present a complete file submit a resume & cover letter with application.

EDUCATIONAL TRAINING

	Name of school	Location	Dates inclusive	Degree or diploma & date received
High School				
College or University				
Business College				
Other (specify)				

ALL EMPLOYMENT EXPERIENCE (Use a separate sheet of paper if necessary)

Dates from - to	Name/Address of current & former employer	Title of Position	Reason for Leaving

Is there any reason we cannot contact the above employers? Yes No If yes, please explain:

PERSONAL REFERENCES

Name	Address	Telephone #	Relationship

COMPLETE THE SECTION(S) FOR WHICH YOU ARE APPLYING

CUSTODIAL/MAINTENANCE APPLICANTS

1. For what position(s) are you applying? Custodial Maintenance

2. If maintenance, check appropriate box(s) below:

Carpentry Electrical Grounds Heating Plumbing Other

Describe experience: _____

FOOD SERVICE APPLICANTS

Do you have specific skills within the food service area? Baking/Pastry Menu Planning Other

Describe skills: _____

Do you have a current Food Handlers Certificate? Yes No If yes, please attach a copy.

SECRETARY AND EDUCATIONAL ASSISTANT APPLICANTS

1. For what position(s) are you applying?

Secretary (elementary secondary) Educational Assistant Library Assistant

Subjects of interest for educational assistant:

If you are applying for a secretarial or educational assistant position please complete the following:

A. Please list various office skills in which you have had either training or experience:

B. Describe your qualifications for the position for which you are applying:

Are you applying for: _____ 9 month _____ 10 month _____ 12 month _____ substitute _____ part-time/on call

TRANSPORTATION

For what position(s) are you applying? Driver Vehicle Maintenance

If maintenance, check appropriate box(s): Mechanic Body & Paint Other (specify)

Describe experience:

If driver, please answer the following:

Number of your Operator's License _____ Number of your Chauffeur's License _____

Expiration Date _____ 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:

Have you received any citations for any moving violations during the last five years? Yes No

If yes, give number of citations, type and approximate dates and details of any convictions:

Has your driver's license ever been revoked? Yes No

If yes, when? _____ Where? _____

Why? _____

Continued employment as a bus driver is contingent upon the applicant receiving the School Bus Driver's permit or license from the Oregon Department of Education and maintaining an acceptable driving record as verified by the Oregon Motor Vehicles Division

VERIFICATION OF COST TO RUN FINGERPRINTS - FOR PAYROLL DEPARTMENT

NOTICE TO ALL APPLICANTS:

Notice is hereby given that Lake County School District 7, in compliance with the new Fingerprint-Based Criminal History Law effective January 1, 1994, shall collect and process fingerprints and other criminal history information for all newly hired persons, including but not limited to, all classified employees and their substitutes, employees of a contractor, or non-licensed coaches from the community.

These employment positions include:

- Assistant Cook
- Assistant Coaches (without teaching license)
- Athletic/Attendance Secretary II
- Bus Driver
- Business Manager
- Educational/Clerical Assistant
- Executive Secretary
- Cook's Helper
- Custodian
- Head Cook
- Library Assistant
- Maintenance (carpenter, repair/grounds/ boiler/heat)
- Network Administrator
- Paid Coaching Position
- Payroll/Budget Clerk
- Piano Accompanist
- Secretary I
- Secretary II
- Secretary III
- Special Education Teacher Assistant

Any other temporary or permanent position where there exists any opportunity or probability for student contact through personal communication or touch when not under direct supervision.

The successful applicant upon employment shall be responsible for the fee for the fingerprinting process. The employee may request in writing that the amount of the fee be withheld as a payroll deduction.

I acknowledge receipt of this notice:

_____/_____
Applicant's Signature Date

Print Name

Cost to employee:

OR Dept. of Education \$ 59.00
Lake County Sheriff's Department Charge
Approximately \$20.00

(Remove this form and send to Payroll Department)