**North Central Education Service District**

135 S. Main Street • P.O. Box 637 • Condon, Oregon 97823 • (800)450-2732

**APPLI CATION FOR ESD GENERAL APPLI CATION**

# APPLICA TION PROCEDURE

#### To be considered for the position of Certified Employment, the applicant must:

1. Hold a current Oregon Teaching License.

*(Preferred* -- *submit copy).*

#### 2. Complete and submit this application form.

1. Submit resume.
2. Submit your current placement bureau file.

5. Submit a formal letter of application which succinctly outlines the applicant's skills and experience.

6. Other materials of the applicant's choice.

All application material should be sent to the address above as soon as possible.

All District finalists will be notified and a personal interview arranged. The position advertised will be filled as soon as possible.

***PERSONAL INFORMATION***

Name: Last Name First Middle

Social Security No: Are you a citizen of the U.S.? Yes[ ]  No [ ]

Business

Address: City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State Zip

Business Telephone:

Home

Address: City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State Zip

Home Telephone: Best time to contact applicant: \_\_\_\_ Any serious illness during the past five years

***EDUCATION AND PROFESSIONAL PREPARATION***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Institution | Inclusive Dates | Degree and/or | Major | Minor | Quarter |  |
|  | (name, location) | (month & year) | Certificate |  |  | Hours |  |

***CERTIFICATION:***

I hold a current, valid Oregon Teaching License with Special Education Endorsement: [ ] Yes [ ] No

If no, have you applied for an Oregon Teaching License with Special Education Endorsement?[ ] Yes [ ] No

***PRESENT EMPLOYMENT***

Title of Present Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Students\_\_\_\_\_\_\_\_\_\_\_ No. of Certificated Staff\_\_\_\_\_\_\_\_\_ No. of Classified Staff \_\_\_\_\_\_\_\_ Length of Time in Present Position \_\_\_\_\_\_\_ Present Contractual Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May we inquire of your employer?\_\_\_\_\_\_\_

***EXPERIENCE: TEACHING AND ADMINISTRA TIVE***

*(Please list in reverse chronological order)*

Position Title

Dates

Employer & Location Reason for Leaving

***Other Pertinent Experiences:***

Position Title

Dates

Employer & Location Comments

***MEMBERSHIP: PROFESSIONAL***

(Indicate any offices held)

***HONORS, AWARDS, ACCOMPLISHMENTS***

(Scholarships, articles or books authored, honorary degrees, citations, special recognitions, lectureships, workshops, major addresses, etc.)

## COMMUNITY ACTIVITIES

(Voluntary and community service, clubs, etc.)

## PERSONAL ATTRIBUTES

(List three or four personal attributes which you feel help assure your success in this position for North Central Education Service District.)

## REFERENCES

(Please list references who may be contacted, preferably recent employers.) Name Title Address

Telephone

(Work) (Home)

***I certify that the information listed on this application is accurate and true. Applicant's Signature Date***

## CRIMINAL HISTOY VERIFICATION

Name ----------------Date of Birth

---------- Sex -------

#### Address \_

City State

 Social Security No. \_\_ \_\_

* 1. Have you ever been convicted of a sex-related crime? Yes No

If yes, was the conviction in Oregon or in another state? *(Please specify if in another state.) \_ \_*

If yes, did the crime involve force or minors? Yes No

1. Have you ever been convicted of a crime involving violence or the threat of violence? Yes \_\_ No

If yes, was the conviction in Oregon or in another state? *(Please specify if in another state.) \_\_ \_*

1. Have you ever been convicted of a crime involving drugs or alcoholic beverages? Yes No

If yes, was the conviction in Oregon or in another state? *(Please specify if in another state.)* ------

1. Have you ever been convicted of any other crime except a minor traffic violation? Yes No
2. Have you been arrested for a crime for which there has not yet been an acquittal or dismissal? Yes No

Note: Past criminal convictions do not necessarily disqualify applicants from further consideration. A check of the applicant's criminal history may be made to verify the responses to the preceding questions.

I hereby grant to the North Central Education Service District permission to check civil or

criminal records to verify any statement made on this form. I also authorized Federal, State and local police agencies to release criminal records and information to verify any statement made on this form. I understand that falsification of this form or any other application information may disqualify me as an applicant or may result in my termination if discovered after I have been hired.

*Applicant' s Signature*

*Date*

North Central Education Service District is an equal opportunity employer. Equal treatment shall be provided in hiring, retention, transfer, promotion and training of all employees regardless of age, handicap, national origin, race, color, religion, sex, or marital status.