



APPLICATION FOR EMPLOYMENT

Position Applying For _____ Date _____

Name _____ Home Phone (____) _____

Street _____ City _____ State ____ Zip _____

E-mail address _____ Cell Phone (____) _____

NOTICE TO APPLICANTS

Oregon Episcopal School is an equal opportunity employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, gender, national origin, veteran status, age, disability, sexual orientation, marital status, family relationship, or other status protected under State, Federal or Local Law.

I understand that offers of employment are contingent upon successful completion of drug and alcohol screening and criminal background check. For certain positions, offers are also contingent upon successful completion of pre-placement medical examinations.

I understand that this application for employment is not a contract of employment. If I am employed by Oregon Episcopal School, I agree to conform to the standards of conduct and performance and the personnel policies of the organization.

I authorize full investigation of all matters which Oregon Episcopal School deems relevant to my qualifications for employment, including statements contained on this application for determination of fitness for employment. I hereby release Oregon Episcopal School and its representatives from liability for seeking such information and all other persons, corporations or organizations for furnishing such information. Further, I understand any misrepresentation, falsification, or omission of facts by me will constitute grounds for rejection or dismissal from employment.

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE AND THAT ALL INFORMATION PROVIDED IS CORRECT AND COMPLETE

Signature

Date

EDUCATION

High School

Name of School _____ City _____ State _____

Did you Graduate? ____ Yes ____ No

COLLEGE

Name of School _____ Location _____

Years Attended _____ Major _____ Degree Received _____

Name of School _____ Location _____

Years Attended _____ Major _____ Degree Received _____

GRADUATE SCHOOL

Name of School _____ Location _____

Years Attended _____ Major _____ Degree Received _____

Name of School _____ Location _____

Years Attended _____ Major _____ Degree Received _____

List any other additional training or experience which has helped prepare you for the position for which you are applying:

List special skills you have gained that would help you perform the position for which you are applying:

WORK HISTORY

(List additional Work History on Back Page)

EMPLOYER _____ Supervisor _____

Position _____ [] Full-Time [] Part-Time

Start Date _____ End Date _____ Ending Pay Rate: _____

Address _____ Phone (____) _____

City _____ State _____ Zip _____

Duties:

Reason for Leaving:

EMPLOYER _____ Supervisor _____

Position _____ [] Full-Time [] Part-Time

Start Date _____ End Date _____ Ending Pay Rate: _____

Address _____ Phone (____) _____

City _____ State _____ Zip _____

Duties:

Reason for Leaving:

EMPLOYER _____ Supervisor _____

Position _____ [] Full-Time [] Part-Time

Start Date _____ End Date _____ Ending Pay Rate: _____

Address _____ Phone (____) _____

City _____ State _____ Zip _____

Duties:

Reason for Leaving:

<p>Applicant: We may contact the employers listed above unless you indicate those you do not want us to contact.</p>	<p style="text-align: right;">Do Not Contact</p> <p>Employer: _____ Reason: _____</p>
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Professional References List three references we may contact about your work history

Name/Position	How do you know this person?	Phone
_____	_____	(____) _____
_____	_____	(____) _____
_____	_____	(____) _____

Other References List other references we may contact about your background, character, etc.

Name/Position	How do you know this person?	Phone
_____	_____	(____) _____
_____	_____	(____) _____

ADDITIONAL INFORMATION

Licenses For positions which require satisfactory driving record, complete the following:

CDL	State _____	Number _____
Chauffeurs	State _____	Number _____
Drivers License	State _____	Number _____

Have you had traffic infractions in the past three years? [] Yes [] No

Certificates and Certification

Do you currently hold a teaching certificate in the State of Oregon? ____ Yes ____ No

Do you have certification in First Aid? ____ Yes ____ No CPR? ____ Yes ____ No

List any other certificates or certifications you have that are relevant to the job for which you are applying:

Have you ever been arrested or convicted of a felony or misdemeanor?

[] Yes [] No If yes, please explain:

Military Service [] Yes [] No Branch _____

Are you under the age of 18? [] Yes [] No

Are you a citizen or do you have authorization to work in the USA? [] Yes [] No