

GERVAIS SCHOOL DISTRICT #1
290 FIRST STREET
P.O. BOX 100
GERVAIS, OREGON 97026
(503) 792-3801 • (503) 792-3809 FAX

Full Time
 Part Time

Instructional Assistant
 Secretary
 Bus Driver
 Cook, Head
 Cook, Assistant
 Maintenance
 Deputy Clerk
 Office Manager
 Other
 I would be willing to be
a substitute for any of
the above position.

Date of Application _____

Date of Availability _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Telephone _____ Social Security Number _____

Are you a member of Oregon State Retirement System? Yes No If yes, PERS# _____

Name and address of last Public Employer _____

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: _____

Do you currently hold a valid Oregon Drivers License? Yes No If yes, ODL# _____

Do you hold a first aid certificate? Yes No Is there any reason why you could not become certified within 60 days after being hired? _____

The district's Drug and Alcohol policy requires some positions to have drug testing. Would you object to this requirement? Yes No

All job applicants will be subject to a criminal background check prior to hiring.

The information contained in this application is an accurate summary of my personal record to the best of my knowledge.

Signature _____

Date _____

This application will remain on file for 1 year following the date of application

The Gervais School district's policy is to provide veterans and disabled veterans with preference as required by law. Applicants are required to provide certification of eligibility for preference. "Falsification of information on this document is cause for immediate termination."

EDUCATIONAL TRAINING – TO BE COMPLETED BY ALL APPLICANTS

NAME OF SCHOOL	LOCATION	DEGREE OR DIPLOMA

PREVIOUS EMPLOYMENT

(Give information related to position for which you are applying: List most recent first)

Dates From - To	Name/Address of Former Employer	Phone Number	Title or Position	Reason for Leaving

Is there any reason we cannot contact the above employer? If yes, please explain:

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

COMPLETE THE SECTION FOR WHICH YOU ARE APPLYING

CUSTODIAL/MAINTENANCE APPLICANTS:

Please check your skills on the appropriate line(s) below:

____ Heating ____ Electrical ____ Plumbing ____ Carpentry

____ Grounds ____ Other, specify

Describe your qualifications for this position:

OFFICE STAFF AND INSTRUCTIONAL ASSISTANT APPLICANTS:

Check machine operations in which you have had either training (TR) or experience (EXP):

	TR	EXP		TR	EXP		TR	EXP	
Electronic Phone			Copy Machine			Cassette Recorder			
Computer Kind:			Laminator			Overhead Projector			
			Calculator			Electronic Typewriter			wpm:

Are you familiar with IBM and/or Macintosh computers? Please explain.

Please describe any computer accounting programs that you have used.

Please check items that pertain to you:

	Speak	Read	Write
Spanish			
Russian			
Other:			

For instructional Assistants – please mark areas in which you have had experience:

____ Reading ____ Language Arts ____ Science ____ Math ____ Music

____ Social Studies ____ ESL (Language) _____ ____ Special Education

____ Other: _____. Which grades have you worked with? _____

Gervais School District
Classified Employee Application
An Equal Opportunity Employer

Equal Opportunity Information

Gervais School District is an equal opportunity employer and complies with all applicable state and federal statutes and regulations in employment and school district policies.

Drug-free Workplace

Gervais School District is committed to maintaining drug-free workplaces and complies strictly with all applicable state and federal statutes and regulations in employment and school district policies.

Name

Position(s) for which you are applying

If you prefer not to provide the information requested below, please sign and date.

Signature

Date

Voluntary Information

This information is voluntary and is collected only for Equal Employment Opportunity reporting purposes. This form will be physically separated from your other application materials and will not affect the application process in any manner.

Should you prefer not to provide this information, there will be no effect on your application.

Sex

Female

Male

Date of Birth _____ / _____ / _____

Race or Cultural group (Check one only)

American Indian/Alaskan Native

Asian/Pacific Islander

White

Black

Hispanic

Other _____

(This information is to help us assess our advertising of position openings.)
How did you hear about this job opening with Gervais School District?