

# ***DAYVILLE SCHOOL DISTRICT 16J***

***P.O. Box C  
Dayville, OR 97825  
Telephone: 855-617-2412***

***Classified Application***

***Dayville School District 16J is  
an equal opportunity employer.***

## Information Release

1. Candidates may be invited for a personal interview only if positions for which they are qualified are anticipated. The administration reserves the right to decide who will be interviewed for any vacancies.
2. Assignment will be made by the superintendent and maybe subject to change.
3. To be considered, the superintendent must have received a completed District Application.
4. Previous Oregon State Employees must clarify their status with Public Employees Retirement System.

### Dayville School District No. 16J

I acknowledge that inquiries may be made to obtain job-related information from my previous employers, whether or not they are listed on the attached application and that similar inquiries may be directed to the persons listed as personal references as well as to any other individual who knows me.

I further acknowledge that Dayville School District may, at its discretion, make inquiries of law-enforcement agencies, the department of motor vehicles, credit bureaus and educational institutions, as well as to initiate investigations by private persons for the purpose of verifying information supplied by me or to obtain additional information. I authorize such investigation and the giving and receiving of any information requested by the school district and I release from liability any persons giving or receiving any such information.

I affirm that all information provided by me on this application is true and complete. I understand that if any part of the information is false or misrepresented (including omission of information called for), my application may not be considered, or if I am hired by the Dayville School District will be sufficient grounds for immediate dismissal.

A photocopy of this release shall be as effective as an original.

Applicants Signature \_\_\_\_\_  
Date \_\_\_\_\_

Please indicate the publication or location or other source where you obtained information regarding this position notice so we can determine the effectiveness of various recruitment efforts.

\_\_\_\_\_  
\_\_\_\_\_

Dayville School District 16J  
285 Schoolhouse Road  
P.O. Box C  
Dayville, OR 97825  
Telephone: 541/987-2412

**APPLICATION FOR EMPLOYMENT - CLASSIFIED**

Name \_\_\_\_\_  
(Last) (First) (Middle)

Social Security Number \_\_\_\_\_

Present Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip)  
Message phone: \_\_\_\_\_ Citizenship \_\_\_\_\_ US \_\_\_\_\_ Other

Position applying for: \_\_\_\_\_

\_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Substitute \_\_\_\_\_ Other \_\_\_\_\_ Coach

Date of Application \_\_\_\_\_ Date of Availability \_\_\_\_\_

|                     |           |          |             |             |       |
|---------------------|-----------|----------|-------------|-------------|-------|
| Driver's License    | _____ Yes | _____ No | _____ State | License No. | _____ |
| Chauffeur's License | _____ Yes | _____ No | _____ State | License No. | _____ |
| School Bus License  | _____ Yes | _____ No | _____ State | License No. | _____ |

In an emergency notify:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Write a longhand paragraph answering the following question:

Why should you be selected for employment in this position?

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**EDUCATIONAL TRAINING:**

|                                      | Name & Location of School |  | Degree | Major | Minor | Avg. GPA |
|--------------------------------------|---------------------------|--|--------|-------|-------|----------|
| High School                          |                           |  |        |       |       |          |
|                                      |                           |  |        |       |       |          |
| Trade School and/or Higher Education |                           |  |        |       |       |          |

**WORK EXPERIENCE IN EDUCATION**

List most recent experience first.

| Employment Dates from/to | Position | Name & Address of Employer | No. of Years | Phone Number | Full Time | Part Time | Reason for Leaving |
|--------------------------|----------|----------------------------|--------------|--------------|-----------|-----------|--------------------|
|                          |          |                            |              |              |           |           |                    |
|                          |          |                            |              |              |           |           |                    |
|                          |          |                            |              |              |           |           |                    |
|                          |          |                            |              |              |           |           |                    |

**WORK EXPERIENCE OTHER THAN IN EDUCATION**

| Name of Employer | Location | Kind of Work | Dates | Number of Years |
|------------------|----------|--------------|-------|-----------------|
|                  |          |              |       |                 |
|                  |          |              |       |                 |
|                  |          |              |       |                 |
|                  |          |              |       |                 |

**PERSONAL REFERENCES**

Give three references who have firsthand knowledge of your character, personality, scholarship and work abilities.

| NAME | Address | Telephone Number | Official Position |
|------|---------|------------------|-------------------|
|      |         |                  |                   |
|      |         |                  |                   |
|      |         |                  |                   |

**Dayville School District 16J  
Classified Application**

**AN EQUAL OPPORTUNITY EMPLOYER**

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**Equal Opportunity Information**

Oregon school districts are equal opportunity employers and comply with all applicable state and federal statutes and regulation in employment and school district programs.

**Drug-free Workplace**

Oregon school districts are committed to maintaining drug-free workplaces and comply strictly with all applicable state and federal statutes and regulations in employment and school district programs.

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**Name**

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**Position for which you are applying**

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

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**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**    ☐ Male        ☐ Female

**Race or Cultural Group (Check one)**

\_\_\_\_\_ American Indian/Alaskan Native

\_\_\_\_\_ Asian/Pacific Islander

\_\_\_\_\_ White

\_\_\_\_\_ Black

\_\_\_\_\_ Hispanic

\_\_\_\_\_ Other \_\_\_\_\_