



Application Instructions

The forms in this Application file are required for this position.

Fill Out the Forms

Two ways to fill out the forms:

1. Click the **Print** button to print the forms and fill them out by hand. –OR–
2. Fill out the forms electronically now while you are viewing the form in Adobe Acrobat Reader, then click the **Print** button.
 - Use the TAB key or Mouse Cursor to go from one field to the next.
 - At the bottom of the form is a **Reset and Clear** button that will clear the entire form of any entries you have entered (for example if you want to start over again).
 - You may not be able to save this file after you fill it out. Don't forget to **Print** the forms after filing them out electronically.

Deliver the Forms

Mail your completed applications and supporting documents to:

Eugene School District 4J
Human Resources
200 N. Monroe Street
Eugene, OR 97402-4295
–or–

Fax to (541) 687-3692

If you have a disability that prevents you from filling out applications online via our website, contact our Human Resources Department at (541) 687-3247 to make other arrangements.

Questions?

Contact names and phone numbers are listed on each Job Recruitment sheet. Access the Job Recruitment sheet by clicking on the Job Title on the Job Openings web page.

Further Resources

4J Labor Agreements, Employee Benefits and Salary Tables may be found on the 4J Human Resource home page.

Job Posting Categories

Job postings are categorized into: Classified, Administrative/Professional and Licensed for both "internal" and "external" postings.

- Internal postings are open only to current 4J employees. Access is restricted to 4J employees, and you must have a 4J login to proceed.
- External postings are open to both external (non-4J employees) and internal (current 4J employee) applicants.



Eugene Public Schools – District 4J
200 North Monroe Street
Eugene, OR 97402-4295
(541) 687-3247

Classified Application Process
An Equal Opportunity and
Affirmative Action Employer

Dear Applicant,

Thank you for your interest in working for the Eugene Public Schools. Please read the following information carefully.

Complete the application form and other requested information in full. Incomplete applications or failure to submit other requested information will result in your application not being considered.

Do not send letters or otherwise contact the site where the position is located (i.e. School Principals).

Your application and all items submitted become the property of Eugene Public Schools. The application and supporting documents cannot be returned. You may submit a photocopy of the application form with an original signature and date. You are encouraged to make photocopies of all documents submitted. Please be aware the Human Resources Department does not have the available resources to make duplicate copies of materials for you.

Your application will only be considered for the current opening for which you are applying, and must be received by the posted date. You must submit a separate application for each open position. If you are applying for a classified substitute pool, your application will be active for three months from the closing date of the posting.

Should you be the **selected** applicant, Oregon Law requires that you be fingerprinted and subject to a FBI and State Police criminal records check. There will be a cost of \$42 for the criminal history verification conducted by the Oregon Department of Education, this may be payroll deducted. (**NOTE: Eugene School District does not gain any revenue from this process.**)

Deliver your completed application and all supporting documents to:

Eugene Public Schools, District 4J
Human Resources
200 N. Monroe Street
Eugene, OR 97402-4295

Or FAX documents to 541 687-3588



Eugene Public Schools – District 4J
 200 North Monroe Street
 Eugene, OR 97402-4295
 (541) 687-3247

Classified Employment Application
 An Equal Opportunity and
 Affirmative Action Employer

Social Security Number: _____

Name: _____
Last First MI

Mailing Address: _____
Street

City State Zip Code

Telephone Numbers: _____
Home Message

Position Applied For:

Posting Number: _____
(If Applicable)

Position Title: _____

School/Department: _____

Classified

Employment History

Complete the following and other supplemental forms, as required (see instructions for the position). A resume/vita is highly encouraged, but **does not** substitute for this application. List your work experience with the most recent first. Include military and volunteer experience. By signing this form, you authorize a thorough investigation of your past employment and activities, agree to cooperate with such investigation and release from all liability and responsibility all persons or corporations requesting or supplying information as part of such investigation.

Employer: _____ Immediate Supervisor and Title: _____

Address: _____ Work Phone Number: _____

Job Title: _____ From: _____ To: _____
Month Year Month Year

Description of job duties: _____

Reason for leaving: _____

Ending Salary/Hourly Rate: _____ May we contact employer for references: Yes No

Employer: _____ Immediate Supervisor and Title: _____

Address: _____ Work Phone Number: _____

Job Title: _____ From: _____ To: _____
Month Year Month Year

Description of job duties: _____

Reason for leaving: _____

Ending Salary/Hourly Rate: _____ May we contact employer for references: Yes No

Employer: _____ Immediate Supervisor and Title: _____

Address: _____ Work Phone Number: _____

Job Title: _____ From: _____ To: _____
Month Year Month Year

Description of job duties: _____

Reason for leaving: _____

Ending Salary/Hourly Rate: _____ May we contact employer for references: Yes No

Employer: _____ Immediate Supervisor and Title: _____

Address: _____ Work Phone Number: _____

Job Title: _____ From: _____ To: _____
Month Year Month Year

Description of job duties: _____

Reason for leaving: _____

Ending Salary/Hourly Rate: _____ May we contact employer for references: Yes No

Employer: _____ Immediate Supervisor and Title: _____

Address: _____ Work Phone Number: _____

Job Title: _____ From: _____ To: _____
Month Year Month Year

Description of job duties: _____

Reason for leaving: _____

Ending Salary/Hourly Rate: _____ May we contact employer for references: Yes No

Employer: _____ Immediate Supervisor and Title: _____

Address: _____ Work Phone Number: _____

Job Title: _____ From: _____ To: _____
Month Year Month Year

Description of job duties: _____

Reason for leaving: _____

Ending Salary/Hourly Rate: _____ May we contact employer for references: Yes No

Education

What was the last grade or years completed for K-12: _____ College: _____

Starting with high school, list schools attended. Enter dates as MM/YYYY (example 01/1999)

School	Location	Dates Attended		Degree	Course of Study
		From	To		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

List any school course, training, licenses, certifications, or other qualifications, which bear on your suitability for this position.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

For Clerical and Computer-related Positions OnlyWord processing speed: _____ wpm Experience on: Personal Computer Macintosh

Software Used: _____

Other Office Equipment: _____

Other InformationDo you possess a current Oregon Teaching Certificate: Yes NoDo you know sign language for the hearing impaired: Yes NoDo you possess a valid Oregon driver's license: Yes No

What foreign languages do you speak: _____

Additional References (Other than those listed under the Employment History Section.)

Name	Address	Phone	Title	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Federal Regulation

The Federal Immigration Reform and Control Act requires individuals to provide to an employer documented proof that they are authorized to work in the United States. This proof must be provided to, and verified by, employers at the time of hire or no later than three days after the date of hire.

Are you authorized to work in the United States: Yes No

Convictions

Have you ever been convicted of a crime other than a minor traffic violation: Yes No

If yes: Date: _____ County: _____ State: _____

Type of Offense: _____

Explanation: _____

Applicant's Statement

The facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for immediate dismissal. I authorize District 4J to check criminal records by my signature on the appropriate forms. I further agree to hold District 4J and any persons or corporations responding to my employment history investigation harmless from any legal action based on such investigation. I also agree to participate in an employment physical examination, if required, by District 4J's medical representatives following a conditional offer of employment. (All results of medical exams are used only in accordance with regulations issued under ADA and are kept confidential.) I understand that if I am the successful candidate, I will be required at my own expense to submit fingerprints and will be subject to State Police and FBI criminal records checks.

Applicant Signature: _____ Date: _____

Please submit this application and completed supplemental forms, if required, to:

**Eugene Public Schools, District 4J
Human Resources
200 N. Monroe Street
Eugene, OR 97402-4295**

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE EUGENE PUBLIC SCHOOLS

Eugene Public Schools, District 4J does not discriminate on the basis of race, color, national origin, sex, religion, age or disability. District 4J is an Equal Opportunity and Affirmative Action Employer committed to workforce diversity and compliance with the Americans With Disabilities Act.

Applicant Driving Information

Eugene Public Schools – District 4J

200 N. Monroe Street
Eugene, OR 9402-4295

IF THE POSITION YOU ARE APPLYING FOR REQUIRES THE USE OF A DISTRICT VEHICLE COMPLETE THE FOLLOWING DRIVING INFORMATION

Name _____
Last First MI

About your Drivers License:

State where issued _____ Number _____ Expires _____

Class _____ Restrictions _____ Endorsements _____

Please list any and all motor vehicle accidents that you have been involved in during the last 10 years. State the date and briefly what happened.

List all driving violations you have received in the last 10 years: (attach additional page if necessary)

Date _____ Type _____

Date _____ Type _____

Date _____ Type _____

Have you ever been arrested for D.U.I.I.? Yes No When? _____

Have you ever been arrested for Drug Use? Yes No When? _____

Have you completed a school bus driver training course? Yes No Where? _____

Years of Driving Experience:

Car _____ School Bus _____ Truck _____ Other _____

What hours are you available for driving? _____

When can you begin work? _____

Successful applicants will be required to provide a recent copy of their driving record. If you have been licensed in another state within the last 3 years include a driving record from that state also.

Affirmative Action Questionnaire

Eugene Public Schools – District 4J

200 N. Monroe Street
Eugene, OR 9402-4295

The Eugene School District is required by state and federal guidelines to identify job applicants and employees by ethnic origin, gender, and age. Providing this information will also assist the District in evaluating its Affirmative Action Program. The information will not adversely affect your opportunities for employment.

The requested information on this form is voluntary on the part of the applicant and shall remain in the Human Resources Department.

POSITION APPLIED FOR: _____

NAME: _____ DATE: _____
Last First MI

a. GENDER: Male Female

b. ETHNICITY: White Black Hispanic
 American Indian/Alaskan Native
 Asian/Pacific Islander

Federal Definition of Ethnic Categories:

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North American, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

Black (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (not of Hispanic origin): All persons having origin in any of the original peoples of Europe, North Africa, or the Middle East.