



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

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: _____

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