



# INTERNAL CLASSIFIED Job Position Application

Eugene Public Schools

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## 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 this 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.



# Application For Posted Position INTERNAL CLASSIFIED Application

**Please Note: Submit this form to the Human Resources Department after advising your present supervisor of your intent. A resume may be attached for additional information. Incomplete forms will not be processed.**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Building/Department: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

### POSITION APPLIED FOR:

Position: \_\_\_\_\_ Posting Number: \_\_\_\_\_

Building/Department: \_\_\_\_\_

### FOR CLERICAL AND COMPUTER RELATED POSITIONS ONLY:

Word Processing Speed: \_\_\_\_\_ wpm Experience On:  Personal Computer  Macintosh

Software Used: \_\_\_\_\_

Other Office Equipment: \_\_\_\_\_

Please answer the following questions (use additional paper if needed)

1. List the skills you have that apply to this position. You may include any classes, licenses, foreign language(s), computer software, etc.

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

2. High School Graduate or GED?  Yes  No

3. College Degree?  Yes  No

If yes, type of degree: \_\_\_\_\_

Major: \_\_\_\_\_

4. On the next page, list current and past work experience relevant to the position for which you are applying, you may include volunteer work.

**WORK EXPERIENCE:**

Current Building/Department: \_\_\_\_\_ Immediate Supervisor and Title: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Description of job duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for requesting this transfer: \_\_\_\_\_  
\_\_\_\_\_

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Previous Bldg/Dept/Employer: \_\_\_\_\_ Immediate Supervisor and Title: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Description of job duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

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Previous Bldg/Dept/Employer: \_\_\_\_\_ Immediate Supervisor and Title: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Description of job duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

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The facts set forth in this request for transfer are true and complete to the best of my knowledge. I authorize the District to contact my current and prior supervisors and employers and to check my criminal records. I also agree to participate in a physical examination by the District's medical representative, if required. I understand this application is not a confidential document and will be reviewed by members of a selection committee.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date