

Junction City School District 69
Administrative Application Packet

Administrative Application Checklist

The following items must be included in your application packet in order for it to be considered complete. Please note that incomplete application packets will not be considered.

- District application form* (both sides must be filled out and the application form must be signed).
- Letter of application* (cover letter stating your interest in the position).
- At least three letters of recommendation or placement file.*
- Current letter of recommendation from most recent supervisor.*
- Copy of your Oregon Administrative License (if applicable).*
- Any other supportive material you wish to include.*

Please send application packet to:

Junction City School District
Attention: Stephanie White
325 Maple Street
Junction City, Oregon 97448
(541) 998-6311, ext. 600 – Phone
(541) 998-3926 – Fax
swhite@junctioncity.k12.or.us

JUNCTION CITY SCHOOL DISTRICT ADMINISTRATIVE APPLICATION

Last Name	First Name	M.I.	Social Security #	
Home Address	City	State	Zip	Home Phone
Office Address	City	State	Zip	Office Phone

EMPLOYMENT HISTORY				
Position	School District	Years	Enrollment	Salary

EDUCATION (Undergraduate and Graduate)			
Institution	Dates Attended	Major	Degree

REFERENCES

Name	Occupation	Present Address	Office Phone	Home Phone

May we contact references, both listed and others, upon receipt of this application? _____ YES _____ NO

Comments:

Are you currently certified as an Administrator in Oregon? _____ YES _____ NO

If no, are you eligible? _____ YES _____ NO

Please send placement file directly to District Office. Applications and all required documents become the property of Junction City School District upon receipt by the personnel office.

Have you ever been convicted of a sex-related crime which involved force or minors?	_____ YES _____ NO If yes, was the conviction in Oregon or in another state? (Please specify if in another state) _____
Have you ever been convicted of a crime involving violence or threat of violence?	_____ YES _____ NO If yes, was the conviction in Oregon or in another state? (Please specify if in another state). _____
Have you ever been convicted of a crime involving criminal activity in drugs or alcoholic beverages?	_____ YES _____ NO If yes, was the conviction in Oregon or in another state? (Please specify if in another state). _____

ADVISORY: A check of applicant's criminal history may be made to verify the response to the preceding questions.

I understand that any omissions on this application may prevent my application from being evaluated or referred to the hiring administrator. I authorize the Junction City School District to obtain information about my criminal records. I authorize all governmental agencies to provide information about my criminal records to the school district. I verify that all information on this employment application is true and complete. I understand that any misrepresentation, falsification, or omission on this application or on other documents submitted to the school district will be sufficient cause for this application not to be considered by the school district.

AUTHORIZATION TO OBTAIN AND RELEASE INFORMATION

I authorize the Junction City School District to check my references, to obtain information from my prior employers and educational institutions, and to take other actions to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for an administrative position. I authorize my listed references, past employers and educational institutions, and anyone else who has information about my work history, education qualification or fitness, to provide such information to the Junction City School District. I release the school district and all persons providing information to the school district from any liability whatsoever for obtaining and providing that information, regardless of the results.

_____ Applicant's Signature

_____ Date

Junction City School District 69

AFFIRMATIVE ACTION FORM

Junction City School District's policy is to provide equal employment opportunity to all applicants for employment and employees without regard to race, color, religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status. In order that the Junction City School District comply with United States Government Affirmative Action Programs, we are required to collect certain personal information from our applicants and employees. **Completion of this form is entirely voluntary.** If you choose to provide the information requested below, be assured that it will be kept confidential and separate from your application form. This information is not a requirement for employment and will not be a factor regarding the decision to hire.

PLEASE PRINT

Date: _____

Name: _____
Last First Middle Initial

SSN: _____

Street Address: _____

City, State, Zip: _____

Position(s) applied for: _____

Who referred you to us? Advertisement Employment Agency Friend Relative
 No one Other _____

CHECK ONE OF THE FOLLOWING:

Male Female

CHECK ONE OF THE FOLLOWING ETHNIC ORIGIN/RACE:

American Indian/Alaskan Native Asian/Pacific Islander Hispanic
 African American White

In accordance with United States Department of Labor regulations, federal contractors are required to provide an opportunity for handicapped individuals, disables veterans, and Vietnam era veterans to identify themselves when applying for employment. **Identification is entirely voluntary and confidential.** The information provided will only be used to assist in proper placement and determining reasonable accommodation. If you wish to be identified, please check any of the following that are applicable.

Handicapped Individual Disabled Veteran Vietnam Era Veteran

The above information is voluntarily provided by me. I understand it is for record keeping only and is not part of my application or a requirement for employment. It will be filed separately and kept confidential.

Signature

Date

Regulation Approved Kathleen Rodden-Nord

Date February 5, 2010