

La Grande School District Classified Employment Procedure

1. Goal: The goal of this procedure is to employ and assign qualified individuals who have the desire to support student learning to fill vacancies in La Grande School District #1 (LGSD).

2. Job Opening Notifications: As a vacancy develops or is anticipated, it is advertised first to in-district staff. As necessary, it will be advertised out of district on the District website. In some circumstances advertisement will occur simultaneously in and out of District.

3. Application Procedure:

Applicants currently employed by LGSD in a non-temporary position need to submit a transfer application within five working days after the posting date.

For applicants employed in a temporary position or not employed by the LGSD need to complete the classified employment application found at: www.lagrandesd.org (under Human Resources) A complete application will include the following:

- Letter of Interest
- Classified Employment Application*
- Employee Background Information form*
- Release of Records form*
- Current resume'
- Three letters of reference, one from your most recent supervisor
- Unofficial transcripts or Work Keys certificate (for Paraeducator positions)

*** These forms are included in this application packet.**

These documents may be submitted via fax, e-mail, US mail or delivered in person. Please be advised that only complete applications will be considered.

4. All applicants shall be an American citizen or an alien authorized to work in the United States. All employees are required to complete the I-9 Employment Eligibility Verification upon hire.

5. Screening, Interviews: An applicant who has a complete application file will have his/her file reviewed by the school Principal and/or designee. Screened finalists are normally interviewed by a team including the building principal. After appropriate interviews, reference and background checks the name of the individual recommended for employment will be forwarded to the District Office. The selection must be approved by the Superintendent and voted upon by the La Grande School District Board of Directors.

6. Criminal History Verification: All applicants are required to fill out the district Employee Background Information form as part of the application procedures. This information will be used for district background checking purposes for all applicants considered for employment. Employees hired for a position with La Grande School District will be required to be fingerprinted and undergo a FBI and State Patrol background check at a personal cost of \$69.

7. Applications from applicants not hired will be kept on file for one year. If during that year another position becomes available that the applicant would like to be considered for, the applicant only needs to submit a new Letter of Interest to be considered.

Classified Employment Application

Applying for (position):

Date:

Name:

Address:

City, State, Zip

Home Phone:

Cell Phone:

Work Phone:

E-mail address:

Hours Available to Work:

Mon	<input type="text"/>
Tues	<input type="text"/>
Wed	<input type="text"/>
Thurs	<input type="text"/>
Fri	<input type="text"/>

When are you available to begin work?

Are you a Veteran? If so, please attach Form DD-214 or DD 215 to receive the Veteran's Preference in Hiring.

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>
College, Business, or Trade School	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional School	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have at least 72 college credit hours or have you passed the WorkKeys test?: yes no

Are you related to a current La Grande School District employee? yes no

If yes, please indicate name and relationship.

Do you understand that if you are hired for a position with La Grande School District you will be required to be fingerprinted and undergo a FBI and State Patrol background check at a personal cost to you of \$69? yes no

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Previous Employment

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Hours per week:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Hours per week:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

3.

Name of Employer:

Name of last supervisor:

Dates of employment:

From: To:

Hours per week:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

Please list three professional references

Name			
Position			
Company			
Telephone			

Describe any volunteer work you have done in a school.

What experiences have you had that you think make you qualified for this position?

What experiences have you had with special needs children?

What special talents or skills do you have which might be helpful in a school environment?

The information on this form is true and accurate to the best of my knowledge. I acknowledge that any falsehoods or misrepresentation of facts will be grounds for disqualification from consideration and/or employment and/or immediate dismissal if an offer of employment has been extended.

Signature

Date

Three letters of recommendation, a current resume and letter of interest are required.

Copies of Transcripts or Work Keys certificate are required for Paraeducator positions.

Reasonable accommodations will be made when needed by applicant to complete this application. La Grande School District complies with provisions of the various civil rights laws, such as the Fair Employment Practices Act, Title IX Regulations, Americans with Disabilities Act, and Section 504 of PL 93.112 in employment and educational programs and activities.

Release of Records

The following release and waiver has been signed in conjunction with an application for employment with the La Grande School District. This release applies to all court records, criminal justice records, educational records, records of scholastic achievement and attendance, employment records, and personnel files. Records are to be released to the La Grande School District at the address above.

RELEASE AND WAIVER

I, _____ (applicant's first, middle, and last name, printed), authorize the La Grande School District to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, school, or government agency to give the court records, criminal justice records, educational records, records of scholastic achievement and attendance, employment records, or personnel files. I also authorize the La Grande School District to perform internet searches in conducting background checks. This authorization to obtain records and information is not intended to permit the release of my medical records, medical information contained in my employment or education records, or information relating to any worker's compensation claims that may have been filed in conjunction with any prior employment. In consideration of La Grande School District's review of this application, I release the District and all providers of information from any liability as a result of furnishing and receiving this information. I also agree that a copy of this release and waiver form is as effective as the original.

Applicant's Signature

Date

Applicant's Social Security Number

Applicant's Date of Birth

Employee Background Information Form

La Grande School District #1
 1305 North Willow
 La Grande, OR 97850
 Phone: 541 663-3212
 Fax: 541 663-3215
 www.lagrandesd.org

The information you provide on this pre-employment background review will be used to assist in the La Grande School District in determining your eligibility for employment. Please fill out the questionnaire completely and accurately. Keep in mind that all statements are subject to verification and deliberate inaccuracies or incomplete statements may bar or remove you from further consideration and/or shall constitute grounds for immediate dismissal if an offer of employment has already been extended.

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job. An evaluation will be made of the relevance of these facts to the requirements of the job.

Date:	<input type="text"/>		
Full Name:	<input type="text"/>	List all names you have used or been known by (including maiden name):	<input type="text"/>
Address:	<input type="text"/>	Date of Birth:	<input type="text"/>
City/State/Zip:	<input type="text"/>	Place of Birth:	<input type="text"/>
SS Number:	<input type="text"/>	Drivers License #:	<input type="text"/>
Home Phone:	<input type="text"/>		
Cell Phone:	<input type="text"/>		
Position Applied for:	<input type="text"/>		
Other states you have lived in and dates:	<input type="text"/>		

Actions taken by you or others on your behalf to Expunge, Set-Aside or clear records of arrest or prosecution does not remove your obligation to respond honestly to these questions. If additional space is needed, use comments section on next page.

Have you ever been under Court Order prohibiting your contact with a person or place, such as a Restraining Order, Stalking Order or a "No Contact" order? If yes, describe the circumstances including relevant date(s) and location(s).

Have you ever been arrested for or charged with a crime or are you presently under indictment or awaiting trial on a crime? If yes, describe the circumstances including relevant date(s) and location(s).

Have you ever had your driving privileges revoked or suspended in this or any other state? If yes, describe the circumstances including relevant date(s) and location(s).

Have you ever been the subject of a substantiated report of child abuse, neglect or sexual conduct? If yes, describe the circumstances including relevant date(s) and location(s).

Are you currently the subject of an ongoing investigation related to a report of suspected child abuse, sexual conduct or any other crime? If yes, describe the circumstances including relevant date(s) and location(s).

Comments: Is there any information that you wish the Background Investigator or the District to consider regarding any of your responses?

The information on this form is true and accurate to the best of my knowledge. I acknowledge that any falsehoods or misrepresentation of facts will be grounds for disqualification from consideration and/or employment and/or immediate dismissal if an offer of employment has been extended.

Signature

Date

After completing the application packet, you must print, sign and return all pages to Laurie Batten, La Grande School District, 1305 North Willow, La Grande, OR 97850.

You may also FAX to: (541) 663-3215, or scan and e-mail to:

personnel@lagrandesd.org

Questions call (541) 663-3212