



**Classified Application**  
**Siletz Valley Schools**

PO Box 247 Siletz Oregon 97380

Last Name	First Name	Middle Initial	Social Security Number
Street Address			Telephone Number
City	State	Zip	Alternate Telephone Number

Position Applying For \_\_\_\_\_

Current Employee?  Yes  No      Position \_\_\_\_\_

Are you a U.S. Citizen or do you have a work Visa?  Yes  No

If not a U.S citizen, state type of work Visa \_\_\_\_\_

Have you ever been dismissed or resign from any position? If so when \_\_\_\_\_

If applying for a position that requires driving, can you show or obtain a valid Oregon State driver's license?

Yes  No

**EDUCATION AND TRAINING**

Are you a high school graduate?  Yes  No      If not, do you have a GED?  Yes  No

	NAME	CITY and STATE	DATE OF EDUCATION	DEGREE OR DIPLOMA
Vocational technical school or Specialized training				
College (list in order of attendance)				
Additional related courses/ training/apprenticeships				

The Siletz Valley Schools is an Affirmative Action/ Equal Opportunity Employer.

Administration  
 PO Box 247  
 Siletz, Oregon 97380  
 (541) 444-1100

**Previous Work Experience**

List most recent position first. Do NOT answer. See Resume. Include and identify any volunteer work experience.

<b>Date(s) Employed</b>	<b>Employer Name and Address</b>	<b>Position Title</b>	<b>Supervisor Name and Phone number</b>
From: / (month) (year)			
To: / (month) (year)	Reason For leaving:	Salary: \$ _____ per _____	May we contact this employer?
<b>Date(s) Employed</b>	<b>Employer Name and Address</b>	<b>Position Title</b>	<b>Supervisor Name and Phone number</b>
From: / (month) (year)			
To: / (month) (year)	Reason For leaving:	Salary: \$ _____ per _____	May we contact this employer?
<b>Date(s) Employed</b>	<b>Employer Name and Address</b>	<b>Position Title</b>	<b>Supervisor Name and Phone number</b>
From: / (month) (year)			
To: / (month) (year)	Reason For leaving:	Salary: \$ _____ per _____	May we contact this employer?
<b>Date(s) Employed</b>	<b>Employer Name and Address</b>	<b>Position Title</b>	<b>Supervisor Name and Phone number</b>
From: / (month) (year)			
To: / (month) (year)	Reason For leaving:	Salary: \$ _____ per _____	May we contact this employer?

**REFERENCES**

List professional References familiar with your work experience ONLY

Name	ADDRESS City/State/zip	CURRENT PHONE NUMBER(S) Work/Home- include area code	OFFICIAL TITLE/POSITION

List any relatives currently employed with Siletz Valley School: \_\_\_\_\_

\_\_\_\_\_

# APPLICATION PROCEDURE

## **FILING OF APPLICATION**

A formal application, information request form and placement of your name on the vacancy registry must be completed to be considered for the position for which you are applying. Letters of interest and resumes alone are not sufficient for consideration, but may be attached to the application.

## **CLOSING DATE**

Applications may be filed in person or by mail. All applications must be received by 4:00 p.m. on the closing date unless otherwise indicated. Applications will remain "active" for a period of six months starting from the date the application is received in the Office of Human Resources. Reactivation of an application will be done upon request of the applicant.

## **SCREENING**

The quality and completeness of the information you provide on our application form, Information Request Form and/or supplemental questionnaire, and any additional information you provide may determine whether or not you are called for an interview. **The Information Request Form must be completed in its entirety in order for you to be considered for a position.** Incomplete answers or "see resume" could possibly delay the processing of your application.

## **NOTIFICATION**

Persons selected for interview normally will be notified within fifteen working days following the closing date on the job announcement. All applicants who are interviewed will be notified of the results of the interview process. When applicable, competency tests will be administered.

## **SPECIAL ASSISTANCE**

Persons with disabilities needing assistance in the application process may call (541-444-1100)

## **NOT SELECTED?**

Siletz Valley School will send a formal notification to unsuccessful applicants. Should the same or another position open for which you wish to apply, you may submit an updated application, complete a new Information Request Form and sign up on the vacancy registry to be considered for the new opening. Consideration for subsequent openings is not automatic.

INVESTIGATION CONSENT, RELEASE OF LIABILITY AND AGREEMENT

1. I certify, under penalty of perjury, that the foregoing is true and correct.
2. I authorize Siletz Valley Schools to make an investigation of any personal, educational, vocational. Or employment history. I further authorize any current or former employers. Persons. Forms or agencies to provide Siletz Valley Schools with any information they have regarding me. I hereby release and discharge Siletz Valley Schools and those who provide information from any and all liability as a result of furnishing and receiving this information.
3. I further agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. Reference and personal information, which become a part of this application will be kept as confidential and shall not be revealed to me.
4. I understand that any offer of employment is contingent upon an acceptable outcome of the criminal records background check and that the check is conducted at my expense.

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

\_\_\_\_\_  
Date