

ADEL SCHOOL DISTRICT #21
357 NORTH L STREET
LAKEVIEW, OREGON 97630
(541) 947-5418
EMPLOYMENT APPLICATION

POSITION APPLYING FOR: _____ **DATE** _____

WHAT DATE ARE YOU AVAILABLE TO START WORK? _____

APPLICANT'S NAME: _____

LAST

FIRST

MIDDLE

ADDRESS: _____

TELEPHONE NUMBERS: _____

HOME

WORK

CELL

ARE YOU A VETERAN? YES _____ NO _____ ARE YOU A HANDICAPPED VETERAN? YES _____ NO _____

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____

HAVE YOU BEEN CONVICTED OF OR PLEADED NO CONTEST TO A FELONY WITHIN THE LAST 5 YEARS? YES _____ NO _____

WORK HISTORY – IT IS NOT NECESSARY TO GO BACK MORE THAN 10 YEARS

❖ **CURRENT OR LAST POSITION**

EMPLOYER _____ ADDRESS _____

SUPERVISOR _____ TELEPHONE _____

POSITION TITLE _____ FROM/TO _____

RESPONSIBILITIES _____

REASON FOR LEAVING _____

❖ **PREVIOUS POSITION**

EMPLOYER _____ ADDRESS _____

SUPERVISOR _____ TELEPHONE _____

POSITION TITLE _____ FROM/TO _____

RESPONSIBILITIES _____

REASON FOR LEAVING _____

EMPLOYMENT APPLICATION – CONTINUED

❖ PREVIOUS POSITION

EMPLOYER _____ ADDRESS _____

SUPERVISOR _____ TELEPHONE _____

POSITION TITLE _____ FROM/TO _____

RESPONSIBILITIES _____

REASON FOR LEAVING _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES _____ NO _____

SKILLS/QUALIFICATIONS – PLEASE LIST SPECIAL SKILLS, LICENSES, TRAINING, AWARDS, EXPERIENCE WORKING WITH YOUTH, ETC.

EDUCATION – LIST THE MOST RECENT SCHOOLING FIRST

INSTITUTE	LOCATION	DATES	DIPLOMA/DEGREE
1.			
2.			
3.			

REFERENCES – PERSONS WHO ARE NOT RELATED TO YOU AND WHO ARE ABLE TO ANSWER QUESTIONS REGARDING YOUR QUALIFICATIONS FOR THE POSITION YOU ARE SEEKING.

NAME	ADDRESS	PHONE NUMBER (HOME/WORK)
1.		
2.		
3.		

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

I understand that I must have a valid driver’s license and pass a background test and drug test.

Signature _____ Date _____

Please attach a resume.

Adel School District #21 practices equal employment opportunity and treatment regardless of race, national origin, religion, sex, age, marital or parental status and disability if the disability does not preclude performance of bona fide requirements of the position with or without reasonable accommodation. Adel School District considers the use or abuse of drugs or alcohol on the job by employees to be an unsafe and detrimental work practice.