

ONEIDA SCHOOL DISTRICT
25 East 50 South Suite A, Malad, ID 83252
(208) 534-6080 Phone/Fax
Email: brandi.warren@malad.us

APPLICATION FOR CLASSIFIED EMPLOYMENT
An Equal Opportunity/Affirmative Action Employer

Name _____ Date of Application _____
Last First Middle

Address _____
Mailing address City State Zip

Phone _____ Email _____

Position(s) applied for _____

Are you employed now? Yes ___ No ___ May we contact your present employer? Yes ___ No ___

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
Yes ___ No ___ (Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Are you available to work: Full-Time ___ Part-Time ___ Either ___

If part time, what hours can you work Monday-Friday _____

Are you on a layoff and subject to recall? Yes ___ No ___

Have you ever been convicted of a criminal offense other than a minor traffic violation? Yes ___ No ___

If yes, please explain _____

Are you able to perform the essential job functions of the position with or without reasonable/accommodation?
Yes ___ No ___

Do you have a relative currently working for Oneida School District? Yes ___ No ___ If yes, please list name,
relationship and assignments: _____

List those extra-curricular activities which you feel competent to sponsor or direct _____

What special training or experience do you have that would qualify you for this position? _____

Language proficiency in the following languages: _____

EDUCATION AND PROFESSIONAL TRAINING

(List in order of attendance)

School	Location	Dates Attended	Degree Earned	Major	Minor

WORK EXPERIENCE

(List most recent experience first)

Employer	Location	Supervisor	No. of Years	Date From - To	Position/Title

REFERENCES

(List 3 Professional and 3 Personal)

Name	Title	Address	Phone	Year

Notice: Employment will be based on the following procedures unless otherwise noted on vacancy listing:

1. Preliminary screening of applicants will be based on ability to meet job description requirements as evidenced by completed application, placement files and transcripts. Supportive job-related information not on this form nor in credentials may be submitted by the applicant. (Application materials received at the district office more than 10 days after the application deadline will not be accepted.)
2. Additional data will be requested from the candidate or from reference after step one, such as letters of recommendation and other information as determined by the district office.
3. Finalists will be required to attend a personal interview at the district office.
4. A recommendation for employment will be submitted to the Board of Trustees.
5. Notification of employment will be sent to the candidate.

It is the candidate's responsibility to check on employment status. Notice of vacancy closings will be remitted to teacher placement centers and district postings only.

I hereby certify that the information herein is true and complete statement of my personal and professional record to date.

Signature of Applicant

By checking this box, typing your name and entering the date you are signing this document

Date