



# APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_  
Last First Middle

Application Date: \_\_\_\_\_ Date of Availability: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## PERSONAL HISTORY

Have you ever been dismissed from a position?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been asked to resign from a position?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you previously been employed by CLCA?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been the subject of a substantiated report of child abuse or sexual conduct involving a K-12 student minor child? If yes, please explain: \_\_\_\_\_

Are you currently the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct involving a K-12 student or minor child? If yes, please explain: \_\_\_\_\_

Have you ever plead guilty, been convicted, or pled no contest in a criminal offense (felony or misdemeanor)? Or are there any criminal charges now pending against you other than minor traffic violations? If yes, please explain (include date and state offense/conviction): \_\_\_\_\_

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**GENERAL INFORMATION**

Are you a veteran?       Yes    No    If yes, are you a disabled veteran?       Yes    No

*If yes, to receive preference you must attach verification of eligibility.*

Are you bilingual?       Yes    No      If yes, what language(s)? \_\_\_\_\_

Have you ever been fingerprinted for an Oregon School District?       Yes    No

If yes, what District?  
\_\_\_\_\_

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**EDUCATIONAL INFORMATION**

Name of High School: \_\_\_\_\_ City, State: \_\_\_\_\_

Have you earned a High School Diploma or GED?       Yes    No

| College, University, and/ or Trade School Name, City, State | Number of Years Completed | Credits Earned | Degree, Major, or Type of Course |
|---|---------------------------|----------------|----------------------------------|
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**EMPLOYMENT HISTORY/EXPERIENCE** Please list your present and former employment with the most recent employer first. Include any military experience. ***Please also attach a current resume.***

| Employer Name, City, State | Job Title | Dates Employed |
|----------------------------|-----------|----------------|
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**REFERENCES** Please list references (no relatives) – at least three. List people who are able to answer questions concerning your qualifications and work skills. Past or present supervisors are preferred.

| <b>Name Relationship</b> | <b>Occupation</b> | <b>Phone Number</b> | <b>Email</b> |
|--------------------------|-------------------|---------------------|--------------|
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**VETERANS PREFERENCE**

To receive preference as a veteran you must have served on active duty in the Armed Forces of the United States (US): 1) For more than 90 consecutive days beginning on or before January 31, 1955; or 2) For more than 178 consecutive days; or 3) For 178 days or less and has a disability rating from the US Department of Veteran’s Affairs; or 4) For at least one day in a combat zone; or 5) Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces. To qualify under 1-5 above you must have been discharged or released under honorable conditions; or 6) Is receiving a non-service connected pension from the US Department of Veteran’s Affairs To receive preference, you must attach verification of eligibility: a copy of your DD214/DD215 form; or a letter from the US Department of Veteran’s Affairs indicating you receive a non-service connected pension to your application.

To receive preference as a disabled veteran you must be: 1) A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty; or 2) Entitled to disability compensation under laws administered by the US Department of Veterans Affairs; or 3) Awarded the Purple Heart for wounds received in combat. To receive preference as a disabled veteran you must attach verification of eligibility: a copy of your DD214/DD215 form; and a copy of your veterans' disability preference letter from the Department of Veterans' Affairs (unless included on DD).

Veteran’s and Disabled Veteran’s preference points are not added when a Veteran or Disabled Veteran fails to

meet the minimum or the special qualifications for a position.

For additional information on Veterans' Preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

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**FINGERPRINT BASED CRIMINAL HISTORY VERIFICATION**

In accordance with OAR 581-021-0500 and Board policy, any person hired by a school district or charter school is subject to fingerprint based criminal history verification. All offers of employment are contingent upon the results of the criminal history verification.

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**AUTHORIZATION TO OBTAIN AND RELEASE INFORMATION**

I authorize the charter school 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 a position.

I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education, qualifications, or fitness to provide such information to the charter school for which I have completed an employment application. I release the school district and all persons providing this information to the charter school, from any liability whatsoever for obtaining and providing that information, regardless of the results. Please indicate you have read and agree to these terms by signing and dating below.

I understand that any omissions on this application may prevent my application from being evaluated. I authorize the charter school to obtain information about my criminal records. I authorize all governmental agencies to provide information about my criminal records to the charter school. 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 charter school will be sufficient cause for this application not to be considered by the charter school or for discharge if I have been employed.

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**Signature**

**Date**

***Please Attach to Application:***

- 1) Cover Letter*
- 2) Current Resume*
- 3) Letters of Recommendation (Certified Positions)*

**CRATER LAKE CHARTER ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER AND EDUCATIONAL PROVIDER**

*In accordance with Federal and State legislation, including Title IX, title VIII, ORS 659.150, CLCA does not discriminate on the basis of race, sex, religion, age, national origin, disability or marital status in employment or educational programs.*

