



St. Paul School District 45  
 20449 Main Street NE  
 St. Paul, OR 97137  
 503-633-2541

# Support Staff Application

## OFFICE USE ONLY

Received \_\_\_\_\_  
 Interview \_\_\_\_\_  
 Letter \_\_\_\_\_

Name: \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City \_\_\_\_\_  
 Telephone # \_\_\_\_\_  
 Message # \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date of Availability: \_\_\_\_\_

Check the position for which you are applying:

- |  |  |
|--|--|
| <input type="checkbox"/> HS/District Secretary   | <input type="checkbox"/> Food Service      |
| <input type="checkbox"/> Elementary Secretary    | <input type="checkbox"/> Custodian         |
| <input type="checkbox"/> Media Center Specialist | <input type="checkbox"/> Extra Duty/Coach  |
| <input type="checkbox"/> Technology              | <input type="checkbox"/> Educational Asst. |

Have you ever been previously employed by the St. Paul School District?  
 Yes  No If yes, when? \_\_\_\_\_

### EMPLOYMENT HISTORY

List your work experience with the most recent first. Include military and volunteer experience. By signing this form, I authorize a thorough investigation of my past employment and activities, agree to cooperate with such investigation, and release from all liability and responsibility all persons or corporations requesting or supplying information as part of such investigation. Please explain any extended gaps in employment history. Fill out completely, including supervisor's phone number. **Do not state "please see resume"**.

Employer \_\_\_\_\_ Immediate Supervisor and Title \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Title \_\_\_\_\_ Ending Salary/hourly rate \_\_\_\_\_  
 From Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ to Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ May we contact for reference?  Yes  No  
 Description of Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Immediate Supervisor and Title \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Title \_\_\_\_\_ Ending Salary/hourly rate \_\_\_\_\_  
 From Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ to Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ May we contact for reference?  Yes  No  
 Description of Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Immediate Supervisor and Title \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Title \_\_\_\_\_ Ending Salary/hourly rate \_\_\_\_\_  
 From Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ to Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ May we contact for reference?  Yes  No  
 Description of Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**St. Paul School District 45  
Support Staff Application  
Experience and Training Addendum**

***Secretarial/Receptionist/Clerical Applicants must submit cover letter and resume also.***

Please use key to indicate experience or training in any of the following specific areas:

Key:    **E** = Experience                      **T** = Training                      **T/E** = Both

- \_\_\_\_\_ Receptionist    \_\_\_\_\_ Supervising Employees
- \_\_\_\_\_ Secretary    \_\_\_\_\_ Supervision Student Workers
- \_\_\_\_\_ Filing
- \_\_\_\_\_ Computers: \_\_\_\_\_PC \_\_\_\_\_Macintosh

Please provide any additional comments you wish to make concerning your qualifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

Starting with high school, please list schools, colleges and universities attended and their location: Please list any other school course, training, licenses, certification or other qualifications which relate to your suitability for this position:

School	Dates Attended		Degree	Course of Study/Major
	From	To		

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL REFERENCES**

*Please list work-related references other than supervisors listed under the Employment History section. Please do **NOT** list relatives.*

Name	Address	Telephone	Relationship	Position/Title

**OPTIONAL AFFIRMATIVE ACTION INFORMATION**

This information is to ensure equal opportunity under an affirmative action program. Please provide the following:

1. Race/cultural group: \_\_\_\_\_Native American \_\_\_\_\_Black \_\_\_\_\_White \_\_\_\_\_Asian \_\_\_\_\_Hispanic \_\_\_\_\_Other: \_\_\_\_\_
2. Sex: \_\_\_\_\_Male \_\_\_\_\_Female
3. Date of Birth: \_\_\_\_\_

*The facts set forth on this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for immediate dismissal. I hereby grant to the District or its agent permission to check civil or criminal records and to verify any statement made on this application or the completeness and accuracy thereof.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# St. Paul School District 45 Consent for Criminal Background Check

*Your signature below authorizes St. Paul School District and Criminal Information Services, Inc. to obtain information about you (if applicable) from various law enforcement agencies, courts and corrections agencies.*

Please complete all the information below:

Full Legal Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Other Names: \_\_\_\_\_  
*(Maiden, alias', legal name changes, etc)*

DOB: \_\_\_\_\_ DL# \_\_\_\_\_ State \_\_\_\_\_

Previous Address in the past 7 years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any crime? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: I have reviewed and completed this form as applicable to me. I give St. Paul School District permission to verify any information I have provided. This authorization shall continue to be effective until revoked by me. A photocopy or facsimile copy of this consent shall be as effective as the original. By my signature, I affirm that all information on this form is true and accurate.

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

Signature of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

*Discrimination in the St. Paul School District is prohibited. Recognizing its legal, as well as social obligation to make equal employment opportunity a reality, the St. Paul School District hires and promotes without general regard to race, color, gender, national origin, religion, age or mental or physical disability or other legally protected status.*