

Application for Classified Position

Thank you for your interest in the Port Orford-Langlois School District 2CJ. Before you can be considered for any position, you must submit the following information to the District Office:

- 1. A completed application form;
- 2. Resume

You may request your application to be reviewed as other vacancies occur for which you are interested and qualified. You may do this by telephone or by contacting the District Office in person.

Applications are reviewed in the following manner:

- 1. Applications are first "paper-screened" by the District Office;
- 2. Qualified applicants are reviewed and screened by the supervisor;
- 3. If your application is selected during the screening process, you will be contacted and an appointment for an interview arranged.

We are proud of our educational program and are pleased that you want to join us.

Sincerely,

Ruby Price
Superintendent

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Reference Checking Authorization
Please detach and return with your application

In signing my name below, I authorize School District 2CJ to contact my former employers, any references I have listed on the application for employment, or any other person whom the district determines would assist in validating my capabilities as an employee or verifying any information I have provided on the application for employment.

Criminal History Records/Fingerprinting

All employees hired to a position having direct unsupervised contact with students shall submit to a nationwide criminal history records check and fingerprinting in accordance with rules established by the Oregon Department of Education.

Signature of Applicant

Date of Birth

Date Signed