



Parkrose Public Schools

MULTNOMAH COUNTY

10636 NE Prescott

SCHOOL DISTRICT NO. 3

Portland Oregon 97220
503-408-2100/503-408-2140 fax
www.parkrose.k12.or.us

Classified/Substitute/Coaching Application Form

Human Resources Office

503-408-2112

DISTRICT PROCEDURES:

1. Application form, letter of interest and a resume must be submitted to the Parkrose School District Human Resource Office. If you are on staff in the Parkrose School District, you must submit a letter of interest via hard copy or email.
2. When a position is posted as open on our website, current applicants are asked to write a letter of interest to apply for a position.
3. Applicants will be contacted by the building administrator if they are interested in an interview.

Date of Application _____ Date of Availability _____

LName _____ FName _____ MI _____

Address _____
Number Street City State Zip

Home Phone _____ Cell Phone _____ Email _____

Type of job for which you are applying : (Check boxes) Job Posting Number (Mandatory) _____

☐ Substitute

☐ Coaching

☐ Educational Assistant

☐ I meet the NCLB "highly qualified" Educational Assistant criteria (please check one of the criteria listed below:

☐ I possess an Associate Arts Degree or higher (attach an unofficial transcript)

☐ I have two years of academic college courses (72 quarter hour credits minimum-attach an unofficial transcript)

☐ A passing score on a state or local academic assessment test (attach copy of results)

☐ Secretary/Receptionist

☐ Custodial

☐ Campus Security

☐ Other

☐ District Maintenance

☐ Food Service

☐ Bus Driver

☐ I am willing to substitute until hired to a permanent position.

Have you previously applied for a position with, or have you worked for Parkrose School District? ☐ YES ☐ NO

If yes, when and what position? _____

Are you authorized to work in the United States ☐ YES ☐ NO

Do you currently have a CPR/FIRST Aid card? ☐ YES ☐ NO Expiration Date: _____

Have you been fingerprinted by another school district? ☐ YES ☐ NO If yes, where? _____

When? _____

PERSONAL HISTORY

HAVE YOU EVER:

Yes No

- ☐ ☐ Been dismissed from a position?
- ☐ ☐ Been asked to resign from a position?
- ☐ ☐ Been refused continuing employment?
- ☐ ☐ Been investigated for misconduct related to your employment?
- ☐ ☐ Been convicted, pled guilty, or pled nolo contendere to a felony?
- ☐ ☐ Been convicted, pled guilty, or pled nolo contendere to a crime involving abuse or sexual abuse?
- ☐ ☐ Had a report of child abuse or sexual activities involving a K-12 student or minor filed against you with a school district, a state or federal agency, a police agency, or in court?
- ☐ ☐ Had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons?

If yes, please explain: _____

IMPORTANT NOTE: Any false statement knowingly made in this application is grounds for disqualification and/or dismissal from employment. If in doubt, disclose and explain rather than conceal. If you answer “no” based upon an expungement, order setting aside, or sealing of a record of a conviction or conditional discharge, you must personally verify with the court directly involved that the expungement, setting aside or sealing actually has taken place. An erroneous belief that a conviction has been expunged, set aside or sealed, when in fact it has not, will be deemed a false statement.

LANGUAGE(S)

Have you been trained or are you fluent in a foreign or second language (Other than English)?

PROFESSIONAL LEVEL
H=High M=Moderate L=Low

If so, please list languages and proficiency levels.

Language	Able to Translate	Speak	Read	Write
_____	<input type="checkbox"/>	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
_____	<input type="checkbox"/>	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
_____	<input type="checkbox"/>	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
_____	<input type="checkbox"/>	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L

EDUCATIONAL TRAINING

	Name of School	Location	Dates To and From	Degree Earned & Date
High School				
College or University				
Business College				
Other Schooling				

PROFESSIONAL REFERENCES

List three professional references, not relatives, who can evaluate your ability to perform in the position for which you are applying:

Name	Position/Title	Company	Telephone Number

EMPLOYMENT HISTORY

List most recent employment first. PLEASE COMPLETE SECTIONS/ITEMS WHETHER OR NOT YOU SUBMITTED A RESUME. If this section is not completed, your application will not be processed.

Employer	Date from	Date To
Address		Phone
Supervisor's Name	Title	
Your Job Title	Hours per week	Hourly Rate
Duties		
Reason for Considering Change/leaving?		
<i>If currently employed, May we Contact this employer?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, why not?</i>		

Employer	Date from	Date To
Address		Phone
Supervisor's Name	Title	
Your Job Title	Hours per week	Hourly Rate
Duties		
Reason for Considering Change/leaving?		
<i>If currently employed, May we Contact this employer?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, why not?</i>		

Employer _____	Date from _____	Date To _____
Address _____	Phone _____	
Supervisor's Name _____	Title _____	
Your Job Title _____	Hours per week _____	Hourly Rate _____
Duties _____		

Reason for Considering Change/leaving? _____		

<i>If currently employed, May we Contact this employer?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, why not?</i> _____		

COACHING HISTORY

List most recent employment first. PLEASE COMPLETE SECTIONS/ITEMS WHETHER OR NOT YOU SUBMITTED A RESUME. If this section is not completed, your application will not be processed.

Employer _____	Date from _____	Date To _____
Address _____	Phone _____	
Supervisor's Name _____	Title _____	
Coaching Title _____	Sport _____	
Duties _____		

Reason for Considering Change/leaving? _____		

<i>If currently employed, May we Contact this employer?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, why not?</i> _____		

Employer	_____	Date from	_____	Date To	_____
Address	_____			Phone	_____
Supervisor's Name	_____			Title	_____
Coaching Title	_____			Sport	_____
Duties	_____				

Reason for Considering Change/leaving? _____					

<i>If currently employed, May we Contact this employer?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, why not?</i> _____					

Employer	_____	Date from	_____	Date To	_____
Address	_____			Phone	_____
Supervisor's Name	_____			Title	_____
Coaching Title	_____			Sport	_____
Duties	_____				

Reason for Considering Change/leaving? _____					

<i>If currently employed, May we Contact this employer?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, why not?</i> _____					

CUSTODIAL/MAINTENANCE/GROUNDS APPLICANTS:

Are you available to work nights? ☐ YES ☐ NO

Check areas in which you have had either training (TR) or experience (EXP):

	TR	EXP	CURRENT LICENSE/ CERTIFICATION		TR	EXP	CURRENT/LICENSE/ CERTIFICATION
Electrical				Painting			
Plumbing				Custodial			
Carpentry				Landscape			
Mechanical				HVAC			

If you marked experience, please explain how your experience was attained: _____

BUS DRIVER/SECURITY/FOOD SERVICES

Check areas in which you have had either training (TR) or experience (EXP):

BUS DRIVERS	TR	EXP	SECURITY	TR	EXP	FOOD SERVICE	TR	EXP
CDL			Private Security			Food Handler's Card		
			Worked with Police Enforcement					
			Worked with potential emergencies in schools					
			Worked with alarm systems					

** An Equal Opportunity Employer.*

Applicants with culturally diverse backgrounds are strongly encouraged to apply.