

EMPLOYMENT BACKGROUND

Complete this section even if you will be attaching a résumé.

PREVIOUS WORK EXPERIENCE a. Company Name (most recent first) b. Street Address/PO Box c. City, State, Zip Code	Employment Dates		Position/Duties	Supervisor (name & phone number)	Reason for Leaving or Wishing to Leave
	From Month/Yr	To Month/Yr			
a. _____ b. _____ c. _____					
a. _____ b. _____ c. _____					
a. _____ b. _____ c. _____					

Résumé attached Yes No May we contact your current or most recent employer? Yes No

EDUCATIONAL BACKGROUND & SPECIAL SKILLS

Circle last school year completed.

1	2	3	4	5	6	7	8	9	10	11	12	GED
Elementary School								High School				

13	14	15	16
College			

17	18	19	20
Graduate School			

Are you presently attending school? Yes No

If yes, list school(s) attending _____

Grade or High School Last Attended

Name of School	City	State

Business, Correspondence, Military, Vocational, or Technical School(s)

Name of School and Location	Type of Course	Course Completed (Yes or No)	Certificate (Yes or No)

Undergraduate or Graduate School(s)

Name of College or University	City & State	Degree Obtained or Hours Completed

LANGUAGES/OTHER SKILLS OR TRAINING

List languages you understand, speak, read, or write and describe your level of fluency in each language. List any additional special skills or training such as Sign Language, First Aid, First Aid/CPR, Food Handler's card, etc.

COMPLETE THE SECTION(S) APPROPRIATE FOR THE POSITION(S) YOU SEEK.

Please complete this box if you are applying for a CUSTODIAL, MAINTENANCE, or GROUNDS position.

Check work shift(s) desired or willing to work: Day Swing Nights Any

Have you worked at a trade? No Yes (Describe.) _____

List machinery you have operated in maintenance or custodial work: _____

List other qualifications you have that would apply to the maintenance or custodial position sought: _____

Please indicate the level(s) of lifting you are able to perform with or without accommodation for any disability:

- Light (up to 10 pounds regularly, maximum of 20 pounds)
- Medium (up to 25 pounds regularly, maximum of 50 pounds)
- Heavy (up to 50 pounds regularly, maximum of 100 pounds)
- Very Heavy (up to 50 pounds regularly, maximum of 100+ pounds)

Please complete this box if you are applying for a FOOD SERVICES position.

Please describe any formal paid or volunteer experience you have had in commercial or institutional food service. Include any supervisory experience or training you have had in the area of food service.

Please indicate the level(s) of lifting you are able to perform with or without accommodation for any disability:

- Light (up to 10 pounds regularly, maximum of 20 pounds)
- Medium (up to 25 pounds regularly, maximum of 50 pounds)
- Heavy (up to 50 pounds regularly, maximum of 100 pounds)

Please complete this box if you are applying for a SECRETARIAL, CLERICAL, or MEDIA position.

Please describe your level of expertise in the following skills:

Skill	Need Training	Beginner	Moderate Skills	Advanced Skills	Trainer
Computer (Macintosh)					
Computer (PC)					

Please describe the software applications you have used and your level of proficiency.

Software Application	Need Training	Beginner	Moderate Skills	Advanced Skills	Trainer
Microsoft Word					
Excel					
Email					
Other (Specify.):					

Please complete this box if you are applying for an **INSTRUCTIONAL ASSISTANT** position.

Briefly describe any formal or informal experience and/or training you have had in education or community work. Include any experience you have in the area of supervision and work with children and adults.

ALL APPLICANTS PLEASE COMPLETE THE FOLLOWING and provide signatures in both spaces below.

PROFESSIONAL REFERENCES

Please list three adult persons (non-relatives) who know you and are familiar with you in a professional capacity.

Name	Address	Phone	Association

Have you ever been convicted of a crime? No Yes

If the answer is Yes, please describe the nature and date of the crime or alleged crime, the court in which the conviction was rendered or the charge made, and any rehabilitative activities. Please attach information on an additional page.

Note: Conviction of a crime does not automatically prevent an applicant from obtaining a job in the Canby School District. However, your signature below indicates that you have answered this question truthfully. Any falsification, misrepresentation or misleading statements or omissions will be cause for denial of employment or immediate termination, regardless of when or how discovered.

I have answered the above truthfully and hereby grant to the District or its agents permission to check civil or criminal records, previous employers, and references to verify any statement made on this application, supporting materials, and in any interview.

Signature of Applicant

Date

CERTIFICATION AND AGREEMENT

I certify that the information in this application and in any attachments or supporting documents is true and complete to the best of my knowledge. I understand that any falsification or misrepresentation, as well as any misleading statements or omissions, will be cause for denial of employment or immediate termination, regardless of when or how discovered. I understand this application will remain on file for a minimum of one year, and that I must make written request to activate the application for future openings to assure consideration for employment at that time.

Signature of Applicant

Date

Canby School District is an equal opportunity educator and employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, disability, or any other non-merit factor. Candidates with disabilities requiring accommodation and/or assistance during the hiring process may contact the personnel office at 503-266-7861.