

# Chief Financial Officer – Medford School District 549C Application Form

**Directions:** This application form will be used as a working document. Please fill in all blanks.

**Full Name** \_\_\_\_\_  
Last First M.I. Other Names Used

**Mailing Address** \_\_\_\_\_  
Street Apt # City State Zip

**Telephone** \_\_\_\_\_  
Home Phone Work Phone Message Phone

**Social Security No.** \_\_\_\_\_ **PERS Active?** Yes No

**Education:** (List colleges/universities, business or other schools attended)

Name and location of School, College or University	Course of Study List Major)	Credits Earned Check One & Indicate Hours	Did you Graduate? (yes/no)	Degree/ Certificate Received

**List any training, licenses, certification or other information which bear on your qualifications for this position:**

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\_\_\_\_\_

\_\_\_\_\_

**Employment History:** Please list all related experience within the field for which you are applying.

Name and Address	Positions/Duties	Dates	Reason for Leaving
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

**Community Service and Honors:**

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**Professional Organization Memberships, Offices Held:**

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**References:**

Current/Last Supervisor(s)	Position	Address	Telephone

List all other former supervisors who have firsthand knowledge of your abilities, character and personality. Complete this section even if you are including a resume'.

Name	Address	Home Phone	Bus. Phone	Occupation

**May the Board contact references, both listed and others upon receipt of this application?** Yes No  
(References will be contacted if you become a finalist.)

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- Have you ever been placed on a plan of improvement or formally disciplined for work performance? Yes No
- Have you ever been released or discharge, or have you ever resigned upon threat of discharge from an educational position or school-related employment because of unsatisfactory service? Yes No
- Have you ever resigned from an educational position while under investigation for misconduct? Yes No
- Have you ever been involved in counseling or treatment for an alcohol or drug problem? Yes No

**(Any "Yes" answer must be explained fully using a separate sheet of paper.)**

**VERIFICATION STATEMENT**

The information in the Application for Employment is true, correct and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, may be the cause for my rejection from employment or may result in my subsequent dismissal if discovered after I am hired.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Medford School District 549C  
Criminal History Verification of Applicants

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Type or Print Clearly)

1. Have you ever been convicted of a sex-related crime? Yes No  
If yes, was the conviction in Oregon or in another state?  
Oregon Another State (Please specify) \_\_\_\_\_  
If yes, did the crime involve force or minors? Yes No
2. Have you ever been convicted of a crime involving violence or threat of violence? Yes No  
If yes, was the conviction in Oregon or in another state?  
Oregon Another State (Please specify) \_\_\_\_\_
3. Have you ever been convicted of a crime involving criminal activity in alcohol or other drugs? Yes No  
If yes, was the conviction in Oregon or in another state?  
Oregon Another State (Please specify) \_\_\_\_\_
4. Have you, in the past 5 years, been convicted of any other crime except a minor traffic violation? Yes No
5. Have you been arrested for a crime for which there has not yet been an acquittal or dismissal? Yes No

(Any "Yes" answer must be explained fully including relevant dates, circumstances, and locations, using a separate sheet of paper.)

Advisory: A check of your criminal history may be made by the School District to verify the responses to the preceding questions.

- A. I hereby grant permission to Medford School District 549C to check civil and/or criminal records relating to me. I acknowledge receipt of notice printed below.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

- B. I do not grant permission to Medford School District 549C to check civil and/or criminal records relating to me. I acknowledge receipt of notice printed below.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

(APPLICANT MUST SIGN ONE OF THE ABOVE STATEMENTS)

Notice: The Oregon Department of Education will conduct a criminal offender record check of applicants for prospective school employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning his/her rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, 800 Oregon Street, Portland, OR, 97232, telephone 503-731-4075.

**FALSIFICATION OF RESPONSES TO ITEMS ON THIS FORM  
MAY RESULT IN DISCIPLINARY ACTION INCLUDING DISMISSAL.**

Addendum – Chief Financial Officer

***Please list specific experiences, trainings or courses relevant to the Chief Financial Officer position in the following areas:***

**A. Your leadership within a department:**

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**B. Your technical skills related to accounting, budget development, long-range projections and “real-time” information sharing of the organization’s financial status:**

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**C. Your experience or training in teaching others in the organization the fundamentals of sound financial operation within a public organization:**

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**D. Your experience managing and evaluating diverse departments and staff such as controller, contracted services, ground and facilities, purchasing etc., to align their functions in support of the education mission of the district:**

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**E. Your experience or training in communicating the complex information of financial systems in Oregon in a manner that lay people can understand and act upon:**

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**F. Your ability to work as a member of a leadership team to achieve the vision and mission of the organization:**

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