

## TO THE APPLICANT

Jefferson School District 14J requires a Fingerprint-Based Criminal History Verification for all employees, whether contracted or substitute. Should you be selected for employment, you will be asked to complete the necessary process. Charges for fingerprinting vary with the agency providing the service. The cost for processing the prints is \$59, payable to the Jefferson School District.

Once the fingerprints have been taken and the \$59 has been paid, the individual may begin work in the District. If the verification comes back indicating that the individual has a criminal record, employment with the District will be terminated immediately and the individual will be informed of the process to appeal as outlined in OAR 581-22-1730.

Included in the application packet are the application form and an Affirmative Action form. Completion of the Affirmative Action form is voluntary. Upon hire, the employee will be required to complete both a W-4 and an I-9 Employment Eligibility form.

Applications are held on file for one year after they are received, and are then destroyed.

Additional blank applications can be accessed on the Jefferson School District website at [www.jefferson14j.com](http://www.jefferson14j.com). Just click on Employment button and then locate the appropriate application link.

### **VETERANS PREFERENCE**

Oregon state government provides qualifying veterans and disabled veterans with preference in employment **in accordance with ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015**. The Oregon Bureau of Labor and Industries enforces public employer compliance with veteran's preference requirements.

**Qualifying veterans and disabled veterans may obtain preference by submitting** as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension to your application. Disabled Veterans must also submit a copy of their Veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215.

### **Preference is provided as follows:**

#### **5 points (Veteran)\*:**

To receive 5 points you must have served on active duty in the Armed Forces of the United States (US):

- 1) For more than 90 consecutive days beginning on or before January 31, 1955; **or**
- 2) For more than 178 consecutive days; **or**
- 3) For 178 days or less and has a disability rating from the US Department of Veteran's Affairs; **or**
- 4) For at least one day in a combat zone; **or**
- 5) Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces.

To qualify under 1-5 above you must have been discharged or released under honorable conditions; **or**

- 6) Is receiving a non-service connected pension from the US Department of Veteran's Affairs

#### **\*To receive credit as a 5 Point Veteran you must attach to your application:**

A copy of your DD214/DD215 form; **or**

A letter from the US Department of Veteran's Affairs indicating you receive a non-service connected pension to your application.

**10 points (Disabled Veteran)\*\*:**

To receive 10 points you must be:

- 1) A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty; **or**
- 2) Entitled to disability compensation under laws administered by the US Department of Veterans Affairs; **or**
- 3) Awarded the Purple Heart for wounds received in combat.

**\*\*To receive credit as a 10 point Disabled Veteran you must attach to your application:**

A copy of your DD214/DD215 form; **and**

A copy of your veterans' disability preference letter from the Department of Veterans' Affairs.

For additional information on Veterans' Preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

Note: There is no limit on the number of times you can use veterans' preference.

**Agencies provide Veterans' preference throughout the competitive selection process as follows:****Application Examinations**

*Scored Application Examinations:* If an agency uses, after an Initial Application Screening, a scored Application Examination to determine whom to consider further for appointment, the agency will add (based on a 100 point scale) five preference points to a veteran's score and add 10 preference points to a disabled veteran's score.

*Unscored Application Examinations:* Unscored Application Examinations done by application sorting into levels based on desired attributes, or other criteria to determine those in an applicant pool to be considered further for appointment will be accomplished by:

- (a) Advancing the application of a veteran one level within a sorting process or;
- (b) Advancing an application of a disabled veteran two levels within a sorting process.

**Interviews**

*Scored Interviews:* A veteran or disabled veteran is provided preference in a scored interview process. The agency will add (based on a 100 point scale) five preference points to a veteran's interview score and add 10 preference points to a disabled veteran's interview score at each level of interview to which a score is received.

*Unscored Interviews:* A veteran or disabled veteran is provided preference in unscored interview processes through an assessment conducted by the Appointing Authority or authorized delegate of the veteran's or disabled veteran's merits. A veteran or disabled veteran who meets all or substantially all of the agency's purposes in filling the position will continue to be considered for appointment.

**Selection**

When a veteran or disabled veteran has been determined to be equal to the top applicant(s) for a position upon completion of the Application Examination process, then the veteran or disabled veteran shall be ranked more highly than non-veteran applicants and, a disabled veteran shall be ranked more highly than both non-veteran and veteran applicants, and appointed to the position according to ORS 408.230.

**Follow up**

A veteran or disabled veteran applicant who is not selected for a position may request an explanation from the hiring agency. The request must be in writing and be sent within 30 calendar days of the date the agency informed the applicant that he/she was not selected (OAR 105-040-0015).