Last Name:       First Name:       MI:

Home Address:

*Street, City, State, Zip*

Phone:       Contact e-mail:

**THIS FORM IS IN WORD (fillable) FORMAT. Please download, complete and return as instructed at the end of the form.**

**Education** (Undergraduate and Graduate)

(Attach a supplemental page if necessary)

|  |  |
| --- | --- |
| *Institution* | *Dates Attended* |
| *Major* | *Degree* |

|  |  |
| --- | --- |
| *Institution* | *Dates Attended* |
| *Major* | *Degree* |

|  |  |
| --- | --- |
| *Institution* | *Dates Attended* |
| *Major* | *Degree* |

**Employment History:** List all full-time experience, both in and outside the field of education, beginning with your current employment. (Attach a supplemental page if necessary).

Position:       Employer & Location:

Years (From/To):

Position:       Employer & Location:

Years (From/To):

Position:       Employer & Location:

Years (From/To):

Position:       Employer & Location:

Years (From/To):

Position:       Employer & Location:

Years (From/To):

Length of Present Contract:       Expiration Date:       Date Available:

Where did you learn about this position?

What is your reason for leaving your last position or wanting to leave your current position?

List all other names or aliases you have used:

Do you speak or read any languages other than English? If yes, what language(s) and what is your level of proficiency?

Are you currently licensed as an educator in any state? Yes  No

If yes, what states and provide license number? List State(s)

Have you listed ALL current and former employers who are education

providers in the Employment History section of this application?

If no, please provide them all on a separate sheet. Yes  No

**Required Information, Authorizations and Acknowledgments**

**Candidates selected for an interview will be required to provide at least five references**. References should reflect a broad of professional and personal relationships.

Oregon law requires that **before hiring** an individual as a school employee who is not licensed with the Teacher Standards and Practices Commission, an education provider must verify with the OR Department of Education whether the individual has an ongoing investigation or a substantiated report of sexual misconduct. "Education provider" includes among other institutions, a school such as The Actors Conservatory. If you are selected as a finalist for this position, the OR Department of Education will be contacted to verify whether you are the subject of an ongoing investigation or a substantiated report of sexual misconduct.

For the purposes of this application the following questions must be answered, information provided and authorizations granted. ***Your signature is required at the end of this application for your application to be complete.***

|  |  |
| --- | --- |
| **Questions** | **Answer Yes/No** |
| 1. Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct or alleged violation of professional standards of conduct or when you had reason to believe such investigation was imminent? |  |
| 1. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct? |  |
| 1. Have you ever failed to complete a contract for educational services in any educational or school-related position for any alleged misconduct or alleged violation of professional standards of conduct? |  |
| 1. Have you ever had a professional certificate, credential or license (of any kind) revoked or suspended or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards of conduct? |  |
| 1. Have you ever been denied a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct? |  |
| 1. Have you ever surrendered a professional license of any kind before its expiration? |  |
| 1. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure? |  |
| 1. Have you ever been convicted or been granted conditional discharge by a court for any: (a) felony, (b) misdemeanor, or (c) major traffic violation, such as; driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident? |  |
| 1. Have you ever entered a plea of guilty or No Contest relative to any charge for an offense listed in the question 8 above? |  |
| 1. Have you ever 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? |  |
| 1. Have you EVER been the subject of a substantiated report of child abuse or sexual misconduct. |  |
| 1. Are you currently the subject of an ongoing investigation related to a report of suspected child abuse or sexual misconduct? |  |
| **If you answered “yes” to any questions, please explain in detail on separate sheet indicating corresponding question number. NOTE: Existence of a criminal record does not constitute an automatic bar to employment.** | |

|  |  |
| --- | --- |
| **Consents and Authorizations** | **Answer Yes/No** |
| 1. I hereby authorize all my current and former employers to disclose the (a) dates of my employment; (b) whether I was the subject of any substantiated reports of child abuse or sexual misconduct related to my employment; (c) the dates of any substantiated reports; (d) the definitions of child abuse and sexual conduct used by the education provider when the determination was made that any reports were substantiated; and (e) the definitions of child abuse and sexual misconduct used by my education provider employer to determine whether any reports were substantiated. |  |
| 1. I hereby authorize my current or any former education provider employers to release any disciplinary records of a crime listed in ORS 342.143 for which I was convicted. |  |
| 1. I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualifications, or fitness to provide such information to the organization for which I have completed this employment application. I release the organization and all persons providing this information from any liability whatsoever for obtaining and providing that information, regardless of the results. |  |

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| **Acknowledgements** | **Answer Yes/No** |
| 1. I acknowledge that should I be offered a contract for the position of Managing Artistic Director as a result of this application, the school may not enter an employment contract or agreement that:   (a) Has the effect of suppressing information relating to an ongoing investigation related to a report of suspected child abuse or sexual misconduct or relating to a substantiated report of child abuse or sexual misconduct by a current or former employee;  (b) Affects the duties of the education provider to report suspected child abuse or sexual misconduct or to discipline a current or former employee for a substantiated report of child abuse or sexual misconduct;  (c) Impairs the ability of the education provider to discipline an employee for a substantiated report of child abuse or sexual misconduct; or  (d) Requires the education provider to expunge substantiated information about child abuse or sexual misconduct from any documents maintained by an education provider. |  |
| 1. I acknowledge that finalists in this Managing Artistic Director search may be subject to a criminal records check by the school and a license review through any relevant state licensing agency related to my employment or professional licenses that I have held. |  |
| 1. I acknowledge that the school may conduct an internet and social media searches, reference checks, background investigations, confirmation of prior employment and other background and reference checks as it feels necessary, to verify my relevant background as a part of this application. |  |

**Verification**

**The information that I have provided in this application is true and accurate** to the best of my knowledge. I have answered all of the questions to the best of my ability and I have not knowingly withheld information that would negatively affect my application. (Please attach a brief explanation for any circumstances arising from the Questions above which you believe might negatively affect your application including: criminal convictions, professional license discipline, and pending investigations in any state). Any misrepresentations or omissions of fact in this application, any materials submitted with this application, or statements during interviews may be cause for rejection of this application or subsequent dismissal from employment, if hired.

Signed (a typed name in this field on the part of the application constitutes a valid signature)

Date

**Please return the completed and signed application form with other application materials by e-mail attachment as either PDF or Word documents to**:

**KAREN RATHJE (she/her/hers)**

**Managing Academic Director**

**The Actors Conservatory**

**128 NW 11th Avenue**

**Portland, Oregon 97209**

[**jobs@pac.edu**](mailto:jobs@pac.edu)**; 503-274-1717 (office); 503-313-3048 (mobile)**

**Closing Date: February 20, 2022 (or open until filled)**

**APPLICATIONS RECEIVED AFTER 5:00 PM (PST) ON THE CLOSING DATE MAY NOT BE GIVEN FULL CONSIDERED**.

The School is an Equal Opportunity Educator and Employer.