



EMPLOYMENT APPLICATION PROCESS

We appreciate your interest in High Desert Education Service District. Below is a guide to help you understand our application process and assist you in the successful completion of your application.

APPLICATION

It is your responsibility to complete all parts of the application. It is not necessary to complete a separate application for each posted vacancy for which you wish consideration. Resumes may be attached for additional information, but may not be used to substitute completion of the application. Applicant files remain active for one year. You may attached any supplemental information such as a resume, cover letter, copy of license/certificate, copies of official transcripts, and letters of recommendation. Obtain an application from the website under Employment Opportunities.

POSTED VACANCIES

Applications are not automatically considered for openings. Read job announcement carefully. Additional instructions or requirements may appear on job postings. Applicants must notify Human Resources in writing by providing the Job Posting # and request to be on the candidate list. Email application packet to kristen.johns@hdesd.org.

SUBSTITUTE POSITIONS

Substitutes are hired on a day-to-day on-call basis. Candidates interested in being considered for substitute positions should contact (541)693-5625. Substitutes are required to complete mandatory processes and orientation prior to employment.

INTERVIEW and SELECTION PROCESS

Evaluation of applications will be completed as soon after the closing date as possible. Due to the large number of applications for most positions, it is not possible to interview every applicant. If you are selected for an interview, you will be notified as soon as possible (usually 1-3 weeks). If you are not selected for an interview, you will receive notification when the position has been filled.

FINAL CANDIDATES

Under the Immigration Reform & Control Act of 1986, you will need to present verification of your identity and right to work in the USA no later than your first day of employment. You will be finger printed for clearance through the Oregon State Police and by the Federal Bureau of Investigation, and a criminal record check on you will be completed. You will be required to pass a pre-employment drug test prior to beginning employment.