



**McMINNVILLE  
SCHOOL DISTRICT**

Policy No: GCDB/GDDB

**APPLICATION FOR EMPLOYMENT**

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POLICY:

All applications for employment shall be received and processed by the personnel services department.

Applications shall be separated according to administrative, supervisory, licensed or classified positions. All applications shall be receipt-dated and reviewed for completeness.

All applications shall be kept on file in the personnel services department for a period of not less than three years.

The Superintendent or designee shall determine the application procedure and requirements for administrative, supervisory, licensed and classified positions.

Revision Date:

Adoption Date: 1/10/00

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)