

# Creswell School District 40

Code: **GCD**  
Adopted: 4/10/91  
Revised/Readopted: 9/10/98  
Orig. Code(s): 3220-3222

## Employment of Personnel

The Board has established the following conditions and procedures as necessary for employment in the district.

Each applicant who is offered employment shall receive the offer in writing and shall be expected to respond in writing within 10 days.

Each new employee shall be required to file the following in the district office prior to issuance of an employment contract:

1. Licenses as required for the position;
2. Transcripts of educational records;
3. Such other materials as may be requested by the administration or Board.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.505](#)