

Skamania School District 2
122 Butler Loop Road
Skamania, WA 98648
509-427-8239
Fax: 509-427-8921



TO: Skamania School District Classified Employment Candidates

FROM: Ralph Pruitt
Superintendent/Principal

Erin Robinson
Office Manager

RE: Application Procedure for Classified Employment

We are pleased you are interested in applying for a classified employment position in the Skamania School District.

To be considered for a position, please return the completed employment application along with the following required documents:

- Your current résumé
- Letter of interest summarizing your qualifications for the position
- Completed Form SPI 1588 (Washington State Sexual Misconduct Disclosure Release) for each current and past school district employer, if you have previously worked for any school district.

EQUAL OPPORTUNITY EMPLOYER

“The Skamania School District complies with federal and state laws, and applicable regulations regarding discrimination on the basis of any protected class as defined by law. This holds true for all district employment and opportunities. The Skamania School District specifically does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, non-job related sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.”

“Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX compliance officer and ADA coordinator, Sally Godwin, 509-427-8239, 122 Butler Loop Road, Skamania, WA 98648. Inquiries regarding Section 504 requirements may be directed to Sally Godwin, 509-427-8239, 122 Butler Loop Road, Skamania, WA 98648.”

“Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Skamania School District should contact the district’s compliance officer, Sally Godwin, 122 Butler Loop Road, Skamania, WA 98648, 509-427-8239, 24 hours in advance of the event to inquire about reasonable accommodation. Inquiries regarding compliance, and/or grievance procedures may also be directed to Sally Godwin. Deaf, deaf-blind, hard of hearing, and/or speech impaired individuals may access Washington Relay Services by calling 7-1-1- or 1-800-833-6388”.

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EMPLOYMENT PROCEDURES:

1. A letter of interest is required for the position for which you are applying.
2. All interviews will be initiated and scheduled through the school office. Only applicants selected for interview will be contacted.
3. Any person requiring special accommodations in the application process should advise the Skamania School office.
4. Completed application forms will be kept on file for one (1) year following the date of receipt. If you wish to keep your file active for a longer period of time, written notification must be received prior to one (1) year from receipt of application. Incomplete applications will be discarded by January 1 of the following year.
5. Salaries and/or wages of classified employees are determined by approved experience, training and wage schedules.
6. Recommendation for employment will be made to the School Board for approval following the interview committee's selection.

CONDITIONS OF EMPLOYMENT:

Applicant agrees to provide the Skamania School District with information needed upon notification of hire to include:

1. Evidence of citizenship or work permit, if required.
2. W-4 federal tax information.
3. Retirement data: date of birth, social security card.
4. Fingerprinting documentation
5. I-9 Immigration & Naturalization and necessary documentation.
6. Official Transcripts, if applicable.

**SKAMANIA SCHOOL DISTRICT NO. 2 – SIGNATURE RELEASE AND AUTHORIZATION
FOR REFERENCE CHECKS**

Applicant agrees that falsification of any part of this application shall be cause for dismissal.

All of the information I have provided in this application or any supplement to it is true, correct, and complete. I authorize the Skamania School District to inquire with former employer(s) or references and obtain any and all information regarding my job related background. I release and waive Skamania School District 2, my former employer(s) and all references from any and all liability in obtaining or disclosing such information.

Signature of Applicant

Date