

Skamania School District 2

122 Butler Loop Road
Skamania, WA 98648
509-427-8239 Fax 509-427-8921
Website: skamaniaschooldistrict.org



APPLICATION FOR CERTIFICATED EMPLOYMENT

PLEASE COMPLETE THIS FORM IN INK

A letter of interest must be completed and submitted with this application by the closing date.

Name _____ Social Security Number _____
Last First Middle
Address _____ Telephone _____
Street City State/Zip
E-mail _____ Cell/Message _____
Present position or employment status _____ Telephone _____
In Case of Emergency, Notify _____ Telephone _____
Address _____

CERTIFICATION:

Type of Certificate _____ Date Issued _____ Expiration Date _____
Certificate # _____ Endorsements _____

POSITION DESIRED: Indicate areas you are certified and interested in.

☐ Elementary ☐ Middle School ☐ Other (specify) _____

OFFICE USE ONLY

ACTIVITIES: List activities which you are able to coach or supervise.

Unofficial Transcripts: _____
Official Transcripts: _____
Placement File: _____
Letters: _____
Fingerprints: _____
Teaching Certificate: _____
Washington Cert.#: _____
Expiration: _____
Endorsements: _____
References: _____
Bilingual: _____
Form 1588: _____
Praxis: _____

"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."

EDUCATION: Starting with last high school attended, list all institutions in order of attendance.

<u>Name of Institution</u> City and State	<u>Dates Attended</u> Mo/Yr to Mo/Yr	<u>Credits Earned</u> <u>Specify Sem/Qtr</u>	<u>Degree Earned</u>	<u>Major</u>	<u>Minor</u>

The total number of hours earned since your degree must be verified before a contract salary is established.**STUDENT TEACHING/PRACTICUM/INTERNSHIP EXPERIENCE: List, starting with most recent.****Do not include observations.**

<u>City</u>	<u>School</u>	<u>Principal</u>
<u>Assignment</u>	<u>Date</u>	<u>Master Teacher</u>
	<u>College</u>	<u>College Supervisor</u>

<u>City</u>	<u>School</u>	<u>Principal</u>
<u>Assignment</u>	<u>Date</u>	<u>Master Teacher</u>
	<u>College</u>	<u>College Supervisor</u>

<u>City</u>	<u>School</u>	<u>Principal</u>
<u>Assignment</u>	<u>Date</u>	<u>Master Teacher</u>
	<u>College</u>	<u>College Supervisor</u>

CERTIFICATED SCHOOL EXPERIENCE: List, starting with most recent.**Include substitute experience.**

<u>District Name/Address</u>	<u>Position Held</u> Grades/Subjects	<u>Dates of Employment</u> Mo/Yr to Mo/Yr	<u>Part-Time or</u> <u>Full-Time</u>	<u>Total days</u> <u>Substituted</u>	<u>Reasons for</u> <u>Discontinuing Position</u>

NON-CERTIFICATED WORK EXPERIENCE: List previous employer(s) during the last 10 years.**Start with present or most recent employer(s).**

<u>Firm Name/Address</u>	<u>Dates of Employment</u> Mo/Yr to Mo/Yr	<u>Position Title</u>	<u>Supervisor</u>	<u>Telephone</u>

PERSONAL STATEMENT: Briefly state what and how you could contribute to the district:

PROFESSIONAL AND PERSONAL ACTIVITIES AND INTERESTS: List experiences with young people in which you participate. (Example: tutoring, paraeducator, sports, volunteer work, awards, organizations, etc.)

Type of Experience	Where	Dates

REFERENCES: Include any principals and supervisors who are familiar with your professional competency.

Name	Position	Telephone(s)	Address

PERSONAL DATA:

- Have you ever had a certificate revoked or suspended or have you voluntarily relinquished your teaching certificate to avoid revocation procedures? ☐ Yes ☐ No
If yes, identify date, certificate number and reason _____
- Have you been or are you now the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body (Washington or any other state)? ☐ Yes ☐ No
- Are you presently charged with, but not convicted of, a crime? ☐ Yes ☐ No
A pending criminal charge will not necessarily bar you from district employment. Exclude civil infractions such as minor traffic citations.
If yes, please explain: _____
 - Have you ever been convicted of a crime? ☐ Yes ☐ No
(The term "convicted" includes all adverse dispositions, including a finding of guilty, or nolo contendere, an Alford plea, a stipulation to facts, a deferred or suspended sentence, or a deferred prosecution.)
A conviction record will not necessarily bar you from district employment. Exclude civil infractions such as minor traffic citations.
If yes, please explain: _____
 - Have you ever been convicted, jailed, or released from prison for any offense that involves violence such as assault, rape, child abuse; or any crime, which involves drugs, alcohol or extortion, blackmail, coercion, embezzlement, fraud, stealing or robbery? ☐ Yes ☐ No
If yes, please explain: _____

Name _____
Last _____
First _____
Middle _____

EMPLOYMENT PROCEDURES:

7. Applicant must provide a complete application, placement file and/or three current letters of recommendation, evidence of Washington State Certificate, copies of transcripts, and applicant disclosure form.
8. A letter of interest (form is included in this packet) is required for each position for which you apply.
9. All interviews will be initiated and scheduled through the school office. Only applicants selected for interview will be contacted.
10. Any person requiring special accommodations in the application process should advise the Skamania School office.
11. Completed application forms containing placement office credentials and transcripts 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.
12. Salaries of certified employees are determined by approved experience, training and salary schedules.
13. Recommendation for employment will be made to the School Board for approval.

CONDITIONS OF EMPLOYMENT:

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

7. Evidence of citizenship or work permit, if required.
8. W-4 federal tax information.
9. Retirement data: date of birth, social security card.
10. Fingerprinting documentation
11. I-9 Immigration & Naturalization and necessary documentation.
12. Official Transcripts
13. Written verification of any teaching experience.

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

APPLICANT DISCLOSURE

In accordance with RCW 43.43.830, applicants and prospective volunteers are required to complete this disclosure form. In addition, applicants who have been offered employment or volunteer assignments, as outlined in said law, will be required to complete a Request For Criminal History form. These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or findings. Applicants may be employed on a conditional basis pending completion of such background investigation. Volunteers will be retained on the same conditional basis.

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved.

1. Have you ever been convicted of any crimes against persons as defined in RCW 43.43.830, and listed as follows: Aggravated murder; first, second or third degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree rape; first, second or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future?

ANSWER _____ IF YES, EXPLAIN BELOW

2. Have you ever been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

ANSWER _____ IF YES, EXPLAIN BELOW.

3. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused
or exploited any minor or to have physically abused any minor?

ANSWER _____ IF YES, EXPLAIN BELOW.

4. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor
or to have physically abused any minor?

ANSWER _____ IF YES, EXPLAIN BELOW.

--OVER--

INVESTIGATION CONSENT AND RELEASE OF LIABILITY

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

I authorize the Skamania School District to make any investigation of a personal, educational, vocational, or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Skamania School District with information, and release all entities from any and all liability as a result of furnishing this information. I agree that if I have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the district, the contract shall be deemed void from its inception.

Applicant Signature _____

Date _____ Place Signed _____

Birth Date _____

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

LETTER OF INTEREST

Name (please print)

Address

City

Telephone/ cell phone number

Email

Please consider my application for the following advertised position:

As it applies to the required qualifications listed on the position announcement, please summarize your experience and education in the space below (use reverse side if additional space is needed).

Signature

Date



WASHINGTON STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE

(District Submits This Form to Previous School District Employer(s))

To:	SCHOOL DISTRICT EMPLOYER	<input type="checkbox"/> No prior school district employment
	PERSONNEL DEPARTMENT	
	STREET ADDRESS	
	CITY, STATE, ZIP	

The named applicant is under consideration for a position in our district. The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. The individual whose name appears below has had previous employment with your organization. As a former employer, we request you provide the information requested on this form within 20 business days as required by state law (RCW 28A.400). Sexual misconduct definitions are found in WAC 181-87 and WAC 181-88. Your assistance is appreciated.

APPLICANT'S NAME (FIRST, MIDDLE, LAST)	
FULL NAME WHEN LAST EMPLOYED WITH ORGANIZATION	
SOCIAL SECURITY NUMBER	CERTIFICATE NO.
APPROXIMATE DATES OF EMPLOYMENT	
POSITION(S)	

I authorize you to release to the school/district listed below, all information related to any acts of sexual misconduct that the school district has made a determination that there is sufficient information to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the school district. Such information includes copies of all related documents, including any rebuttal documents, in personnel, investigative or other files, in accordance with RCW 28A.400. I release the above employer and employees acting on behalf of the employer from any liability for providing information described in this document.

Applicant Signature

Date

This section to be completed by former school district employer(s) only.

- ☐ No sexual misconduct materials were found.
☐ Yes, sexual misconduct materials are available.
Please contact for more information.
☐ No record of employment

Was a complaint of sexual misconduct
filed with OSPI? ☐ Yes ☐ No

Former Employer Representative Signature

Title

Date

Employing School Receipt Date _____

Received By _____

Return all completed information to:

SCHOOL DISTRICT Skamania School District 2	
ADDRESS 122 Butler Loop Rd.	PHONE 509-427-8239
STATE Skamania, WA	ZIP 98648
	FAX 509-427-8921

FORM SPI 1588 (Rev. 6/07)