



122 Butler Loop Rd.
Skamania, WA 98648
509-427-8239

TO: Skamania School District Classified Employment Applicants
FROM: Katie Chavarria, Superintendent
Amber Warren, Office Manager

SUBJECT: Classified Employment Application Process

Thank you for your interest in employment with the Skamania School District.

To be considered for a classified position, please submit the following:

- Completed employment application
- Current résumé
- Letter of interest highlighting your qualifications
- Completed Form SPI 1588 (Washington State Sexual Misconduct Disclosure Release) for each current or former school district employer, if applicable

Application Process

1. A letter of interest is required for the position you are applying for.
2. Applicants selected for an interview will be contacted by the school office.
3. Individuals needing accommodations during the application process should contact the school office.
4. Applications remain active for one year from the date received. To keep an application active beyond one year, written notice must be submitted before the expiration date. Incomplete applications may be discarded after January 1 of the following year.
5. Classified employee compensation is based on approved experience, training, and district salary schedules.
6. Employment recommendations are submitted to the School Board for final approval.

Conditions of Employment

Upon hire, applicants may be required to provide:

- Proof of eligibility to work in the United States
- Federal tax forms (W-4)
- Retirement and identification information
- Fingerprinting documentation
- Form I-9 and supporting documents
- Official transcripts, if applicable

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### **Authorization and Release**

By signing the application, applicants certify that all information provided is accurate and complete. Applicants authorize the Skamania School District to contact references and former employers regarding employment history and qualifications and release all parties from liability related to the exchange of such information. Falsification of application materials may result in disqualification or dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date