

Classified Personal Application and Employment Procedure Information

Adna School District No. 226

P.O. Box 118

Adna, Washington 98532

(360) 748-0362

~ An Equal Opportunity Employer~

1. Applications for classified employment will normally be kept current for one (1) calendar year, after which an applicant must update by calling or coming to the District Office to indicate continued interest in employment within the schools.
2. When job openings occur, applications will be screened by the hiring administrator/supervisor according to the job description. The interview process will be conducted by the Superintendent or his/her designee. The administrator/supervisor in charge of the screening process will make his/her recommendation to the superintendent. All employment recommendations requires board approval prior to official employment.
3. According to Title 8, US Code, Section 1324A, the successful candidate will be required to complete an Employment Eligibility Verification Form (I-9). Prior to official employment, the district will document the citizenship/immigration information regarding employment eligibility that is furnished by the prospective employee. The information that is recorded may come from documents which establish both identity and authorization to work, such as a birth certificate, social security card, driver's license and so on.
4. The 1992 Legislature passed ESHB2518 which requires a state and national fingerprint background check for school employees with regularly scheduled unsupervised access to children. As a pre-employment condition, the successful candidate will be required to complete this process. The cost of the process is the responsibility of the applicant, and generally is approximately \$80.00.
5. A detailed resume' including experience and training relative to the position in question is part of the application process.
6. Applicants interested in substitute work, should mark the application where indicated. After completing the fingerprint process, applicants who indicated an interest in substituting may be add to an on-going substitute list sent periodically to building administrators/supervisors. The district or individual schools will utilize these lists to fulfill substitute needs.

The Adna School District complies with all state/federal rules and regulations and does not discriminate in any programs or activities on the basis of, race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer, Section 504/ADA Coordinator and/or Compliance Coordinator for State Law. P.O. Box 118, Adna, WA. 98522 (360) 748-0362.

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For Office Use Only	
Date Received	_____
Interview Date	_____
Interviewer	_____
Position	_____

Application For Classified Position

Name _____ Birthdate _____
Last First Middle Int.

Address _____ Phone _____

Position applying for _____ S.S.N. _____

Experience

List most recent employment first and work back consecutively.

<u>Employer</u>	<u>Position</u>	<u>Supervisor</u>	<u>Supervisor's Phone</u>	<u>Dates From/To</u>	<u>Duties</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

List any experience, skills, training, etc. which qualify you for the assignment:

Education and Training

<u>Name of School /College/University</u>	<u>Dates From/To</u>	<u>Years Completed</u>	<u>Certificate /Diploma</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

References

Please list three people who have first hand knowledge of your work performance.

<u>Name</u>	<u>Official Position</u>	<u>Present Address</u>	<u>Phone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have any objections if we contact your present employer? Yes _____ No _____

Applicant's Signature _____ Date _____

Applicants are encouraged to attach additional information i.e. resume.

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APPLICANT DISCLOSURE FORM PURSUANT TO RCW 43.43.834

Have you ever been:

1. Convicted of any crime against persons which means a conviction of any of the following offenses: aggravated murder, first or second degree murder; first or second degree robbery; first degree arson; first burglary; first 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 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 may be indecent exposure; or any of these crimes as they may be renamed in the future?
Yes No If yes, explain on reverse side.

2. 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?
Yes No If yes, explain on reverse side.

3. 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?
Yes No If yes, explain on reverse side.

4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?
Yes No If yes, explain on reverse side.

5. Have you ever been arrested, charged or convicted of any crime for any violation of any law (excluding minor traffic violations)? For the purposes of this question, the term "convicted" means and includes: (1) all instances in which a plea of guilty or nolo contendere is the basis for the conviction and (2) all proceedings in which a charge has been deferred from prosecution or the sentence has been suspended or deferred.
Yes No If yes, explain on reverse side.

(An inquiry to the Washington State Patrol and/or state and federal law enforcement agency may be made.)

Signature Release:

Pursuant to RCW9A72.085. I certify under penalty of perjury under laws of the State of Washington that the foregoing is true and correct. I authorize the Adna School District to inquire with former employers and all references from any and all liability in obtaining or disclosing such 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.

Signature _____ Date _____