

Certificated Employee Application

(Before Completing, please see instructions on back page)

Adna School District No. 226

P.O. Box 118
Adna, Washington 98522
(360)748-0362

-An Equal Opportunity Employer-

Name _____ Date of Application _____
Last First M.I.

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone _____ Email _____ Soc. Sec. # _____

TYPE OF POSITION DESIRED: Regular Only Regular or substitute Substitute Only

Complete the information below for each grade level/subject area you wish to be considered for:

ELEMENTARY TEACHER: (Prioritize grade level preferred, 1 being your first choice)

Preschool K 1 2 3 4 5

Specialist _____ (Specify area): _____

SECONDARY TEACHER: (Check level preferred and fill in subject areas in which you are qualified)

Middle school/junior high Senior Alternative

Subject area(s) (1) _____ (2) _____ (3) _____

SPECIAL EDUCATION/OTHER:

Special education teaching area(s) (1) _____ (2) _____

(3) _____ List grade level priorities: _____

Identify related service areas by checking all appropriate categories below;

Communication Disorder Specialist

Occupational Therapist

Guidance Counselor

Physical Therapist

Interventionist

Psychologist

Nurse

Social Worker

Other (specify)

EXTRA-CURRICULAR ACTIVITIES (All applicants are asked to check those they are capable of and willing to supervise):

- | | | | |
|--------------|-------------------|--------------------|------------|
| Annual | Drama | Softball | Vocal |
| Band | Football | Spelling Team | Volleyball |
| Baseball | Knowledge Bowl | Track | |
| Basketball | Math Team | Field Events | |
| Cheerleaders | Outdoor Education | Instrumental Music | |

Other (list): _____

CERTIFICATION INFORMATION (List teaching or certificates held):

| TYPE | NUMBER | DATE ISSUED | EXP. DATE | ENDORSEMENT(S) | STATE |
|------|--------|-------------|-----------|----------------|-------|
| | | | | | |
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| | | | | | |
| | | | | | |

If none, date certification expected _____

EDUCATION (List all colleges attended; list most recent first; include high school from where graduated)

| Institution, City and State | Dates Attended Mo/Yr to Mo/Yr | Degree/ Date | Major | Minor |
|-----------------------------|----------------------------------|-----------------|-------|-------|
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SPECIAL TRAINING-List any special training that is pertinent to your application:

CONTRACTED OR SUBSTITUTE EXPERIENCE:

| District name and complete address | Grade/Subject | Dates | Full or part time/substitute | Reason for leaving |
|------------------------------------|---------------|-------|------------------------------|--------------------|
| | | | | |
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STUDENT TEACHING:

| District name and complete address | School/Phone | Grade/Subject | Dates | Special activities supervised |
|------------------------------------|--------------|---------------|-------|-------------------------------|
| | | | | |
| | | | | |

OTHER WORK EXPERIENCE (include military, Peace Corps or Vista experience):

| Employer | Address | Position | Dates |
|----------|---------|----------|-------|
| | | | |
| | | | |

REFERENCES (Please list those who have directly supervised or observed your professional work):

| Name | Address | Position | Telephone |
|------|---------|----------|-----------|
| | | | |
| | | | |
| | | | |

PRESENT POSITION: _____

Are you under contract? If yes, with what organization & expiration date _____

Are you related to anyone now working for Adna Public Schools?

If yes, give name of relative and relationship _____

Name

Relationship

GENERAL INFORMATION AND INSTRUCTIONS FOR APPLICANTS:

In order to be considered for employment, applicants must have the following on file with the Adna District Office/Personnel:

1. A completed application form (printed or typed).
 2. A copy of an up-to-date placement file or current letters from 3 references. Please include as references persons who have directly supervised or observed your professional work.
 3. A current resume.
 4. Copies of unofficial transcripts, to be replaced with official ones upon hire.
 5. An appropriate and current Washington State certificate (see note below RE: certification information).
 6. A letter of application if applying for a specific vacancy as advertised or as announced. (Letter must be on file by end of the business day on closing date.)
- Applicants will be considered for specific positions when such consideration is requested in writing (see above)
 - Applicants who are finalists for specific positions will be contacted by the District for interviews.
 - Interviews of a general nature will be scheduled at the invitation of the District.
 - For certification information, please contact:
State Supervisor of Certification, SPI
Old Capitol Building, Mail Stop FG-11
Olympia, WA 98504
Phone: (360)725-6320
 - By federal law, applicants must prove United States citizenship or present documentation that they are legally eligible to be employed in the United States before they can be offered a contract.
 - This application will be kept on file for one calendar year.
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PLEASE RESPOND TO THE FOLLOWING:

Have you been convicted of any criminal offense within the past seven (7) years? _____

If yes, please attach explanation on a separate sheet of paper. (A conviction record will not necessarily bar you from employment)

Have you been discharged or forced to resign from a teaching or other educational position in the past ten (10) years? _____ If yes, please attach explanation on a separate sheet of paper.

I certify that the information provided herein is a true and complete statement of my educational and professional record. I hereby give Adna School District #226 permission to contact my references and previous employers, unless otherwise indicated. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. Reference information will become a part of this application and will not be revealed to me. I agree that false or misleading information provided in this application or in an interview may be cause for dismissal or withdrawal from consideration.

Signature of applicant

Date

AUTHORIZATION AND RELEASE

I, _____, authorize my current and past school district employers to release to the Adna School District a copy of any and all documents or information related to sexual misconduct, if any, by me, including documents or information contained in personnel, investigative or other files.

Moreover, I release my current and past employers, and employees acting on behalf of my current and past employers, from any liability for disclosing to the Adna School District the documents or information described in the paragraph above.

I understand that documents or information received as a result of the above authorization will be used by Adna School District for the sole purpose of evaluating my qualifications for the position for which I am applying, and that, except as otherwise provided by law, no employee or board member of Adna School District may disclose the information to any person, other than me, who is I not directly involved in the process of evaluating my qualifications for employment.

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.