

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.

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For Office Use Only

Date Received _____
Interview Date _____
Interviewer _____
Position _____

Application For Classified Position

Personal

Name _____ Date of Application _____
Phone _____ Email _____
Address _____ Zip _____
Position applying for _____

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 _____

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

The Adna School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or 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 and/or Section 504 Coordinator.

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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 _____