

GLENWOOD SCHOOL DISTRICT #401

320 BUNNELL STREET PO BOX 12
GLENWOOD, WA 98619
509-364-3438

CERTIFIED EMPLOYMENT APPLICATION

INSTRUCTIONS

1. Only completed applications received by the specified closing date will be referred to the screening committee for consideration.
2. A complete application will include:
 - Completed and signed classified employment application form
 - Letter of interest
 - Up-to-date resume
 - Current placement file or letters of recommendation, and copies of transcripts
 - Narrative statement on how and what you can contribute to Glenwood School and any other pertinent information that could assist in the evaluation.
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3. Applications are retained and considered active for one year following the last date of activity. Applications can be reactivated at your request.
4. Current or past employers will be contacted as part of the selection process.
5. Please contact Glenwood School District at (509) 364-3438 if you have any questions regarding your application and/or employment opportunities.

APPLICATION

Last Name	First	Middle	Date
Street Address	City	State	Zip Code
Home phone	Business/message phone	email	
Position(s) applying for	Check one or more	<input type="checkbox"/> Full time	
		<input type="checkbox"/> Part time	
		<input type="checkbox"/> Temporary or substitute	
Have you previously applied for employment with Glenwood School District?			
If yes, please give date(s) and position(s).			
Previous names records may be listed under		Social Security Number	
How did you become aware of position			

Glenwood School District #401 complies with all state and federal rules and regulations and does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, age, sex, marital status, or the presence of any sensory, mental or physical disability. This holds true for all agency employment and job opportunities. Inquires regarding compliance and/or grievance procedures may be directed to the Superintendent of the School at (509) 364-3438.

GLENWOOD SCHOOL DISTRICT #401 IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION AND PROFESSIONAL TRAINING

Name of School	City & State	Degree(s)	Major / Minor

CERTIFICATES & LICENSES

Type of Certificate	State	Level/Area	Date issued	Date expires

EMPLOYMENT HISTORY

Answer all questions for each employer listed. Beginning with your current or most recent job, list all paid or unpaid work experience during the last ten years (or longer if pertinent to the position you are applying for) including military experience. Explain any gaps in your work experience that exceed six months. If more space is needed, attach additional sheets. If you worked under a different name, please indicate that name.

Employer Name	Phone
Street Address	City State Zip Code
Position or Title	Supervisor Dates of Employment
Reason for leaving	
May we contact this employer for a work reference?	If no, please explain
If you are currently contracted with a district, can you be released from that contract if offered employment here?	
Yes No	If no, please explain

Employer Name	Phone
Street Address	City State Zip Code
Position or Title	Supervisor Dates of Employment
Reason for leaving	
May we contact this employer for a work reference?	If no, please explain

Employer Name	Phone
Street Address	City State Zip Code
Position or Title	Supervisor Dates of Employment
Reason for leaving	
May we contact this employer for a work reference?	If no, please explain

EMPLOYMENT HISTORY CONTINUED

Employer Name	Phone		
Street Address	City	State	Zip Code
Position or Title	Supervisor	Dates of Employment	
Reason for leaving			
May we contact this employer for a work reference?		If no, please explain	

Employer Name	Phone		
Street Address	City	State	Zip Code
Position or Title	Supervisor	Dates of Employment	
Reason for leaving			
May we contact this employer for a work reference?		If no, please explain	

PROFESSIONAL REFERENCES (Individuals who can provide job related reference information)

Name of Reference	Working Relationship		
Company Name	Current Phone Number		
Address	City	State	Zip Code

Name of Reference	Working Relationship		
Company Name	Current Phone Number		
Address	City	State	Zip Code

Name of Reference	Working Relationship		
Company Name	Current Phone Number		
Address	City	State	Zip Code

Name of Reference	Working Relationship		
Company Name	Current Phone Number		
Address	City	State	Zip Code

Narrative Statement

State briefly how and what you can contribute to the Glenwood School District #401. Also include any other pertinent information that could assist in the evaluation of your application.

PRE-EMPLOYMENT BACKGROUND QUESTIONNAIRE

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire, can be grounds for denial of employment or continued employment with Glenwood School District #401.

ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS APPLICATION. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE PIECE OF PAPER.

Section I – Personal Information

YES NO

1. Are you a U.S. Citizen or eligible for lawful employment in the U.S.? Proof of citizenship or legal right to work and identity will be required after hire.
2. If you are applying for a position that requires driving, do you have a valid driver's license? Driver's License Number _____ State _____
3. Please list all former names (a) you have used when working for another employer or (b) by which you are known to references.
- _____
- _____
- _____

Section II – Professional Fitness

If you answer "yes" to questions 1-4 below, give an explanation on a separate sheet of paper, including duties, circumstances, and any supporting documentation that may be pertinent.

YES NO

1. Have you ever been dismissed, discharged (excluding layoff), or fired from any employment?
2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation?
3. Have you ever been disciplined by a past or present employer for misconduct?
4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part?

Section III – Fitness

YES NO

1. Are you able to perform the essential functions of the position(s) for which you are applying with or without reasonable accommodation?
2. Do you currently use illegal drugs?
3. Have you used illegal drugs in the last year? If your answer is "yes", please explain on a separate sheet of paper.

Section IV – Criminal History

YES NO

1. Have you ever been convicted of any crime? (Note: For the purpose of this question, “convicted” includes (1) all instances in which a plea of guilty or nolo contendere is the basis of a conviction and (2) all proceedings in which a sentence has been suspended or deferred.) You need not list traffic violations for which a fine or forfeiture of less than \$150 was imposed.
2. a. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Washington?
- b. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in any other state, province, territory, and/or country?

If you answered “yes” to questions 1 or 2 (of Section IV), please provide the following:

- a. A detailed statement including what occurred, the nature of the offense, charge or warrant;
- b. The name and address of the arresting agency;
- c. The date of the arrest;
- d. The final disposition, if any;
- e. If a court was involved, the name and address of the court;
- f. The complete arrest report and sentence and judgment; and
- g. A complete driving abstract for five years if the arrest was driving related.

3. Are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is “yes” identify agency and location (street address, city, state).

A “yes” answer to questions 1 through 3 above will not necessarily disqualify an applicant.

DECLARATION

My signature below authorizes Glenwood School District #401 to conduct a background investigation and authorizes the release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, information from previous employers and educational institutions, personal references, professional references, and other appropriate sources. Previous employers will be requested to make available to the hiring school district copies of all documents in the previous employer’s personnel, investigative, or other files relating to sexual misconduct by the applicant. I waive my right of access to such information, and without limitation, hereby release Glenwood School District #401 and the reference sources and/or employees acting on behalf of that employer from any liability in connection with its release or use. The release includes the sources cited above and specific examples as follows: The Washington State Patrol, information from the Federal Bureau of Investigation of either date on all criminal convictions or certification that no data on criminal convictions is maintained, information from OSPI, the Washington or other State Departments of Social and Health Services and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify under the penalty of perjury under the laws of the State of Washington that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. If the information provided or answer(s) to any questions on the application or the Pre-Employment Background Questionnaire change prior to my being hired, I understand that I must immediately notify Glenwood School District #401. I understand that any omission, falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ me or for my discharge should I become employed with Glenwood School District #401. I understand that I may be subject to Washington State Patrol and FBI fingerprint background checks as a condition of employment.

Should I become employed by Glenwood School District #401 and at some future time leave said employment, my signature below further authorizes Glenwood School District #401 to release information regarding my performance to any potential employer.

Applicant Signature

/

Date

GLENWOOD SCHOOL EMPLOYMENT DISCLOSURE STATEMENT

ALL APPLICANTS who will or may have unsupervised access to children during the course of their employment in connection with their application for a position with Glenwood School District #401 and pursuant to RCW 43.43.830 through 834, RCW 9.96A.020, and RCW 10.97.030 and 050, must complete the following disclosure statement. This information will be used only in making the initial employment decision and will not be used or disseminated for any other purpose. School bus drivers and employees holding a Type 2 school activities driver authorization are required to submit an updated disclosure annually.

You will be required to have your fingerprints made to obtain a report of your conviction record from the Washington State Patrol and FBI criminal identification systems. If you are hired before the report is available, your employment will be conditioned upon the receipt of a satisfactory report.

1. Have you ever been convicted of any misdemeanor, gross misdemeanor or felony crimes against children or other persons (including instances in which a plea of guilty or nolo contendere is the basis for the conviction) or any proceedings in which the charge has been deferred from prosecution under Chapter 10.05 RCW or the sentence has been deferred or suspended, as defined in RCW 43.43.830(5), RCW 9A32, 9A36, 9A42, and 9A44 and listed as follows:

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Aggravated murder	<input type="checkbox"/>	<input type="checkbox"/>	First degree promoting prostitution
<input type="checkbox"/>	<input type="checkbox"/>	First or Second degree murder	<input type="checkbox"/>	<input type="checkbox"/>	Communication with a minor
<input type="checkbox"/>	<input type="checkbox"/>	First or Second degree kidnapping	<input type="checkbox"/>	<input type="checkbox"/>	First degree arson
<input type="checkbox"/>	<input type="checkbox"/>	First, Second or Third degree assault	<input type="checkbox"/>	<input type="checkbox"/>	First degree burglary
<input type="checkbox"/>	<input type="checkbox"/>	First, Second or Third degree rape	<input type="checkbox"/>	<input type="checkbox"/>	Indecent liberties
<input type="checkbox"/>	<input type="checkbox"/>	First, Second or Third rape of a child	<input type="checkbox"/>	<input type="checkbox"/>	Incest
<input type="checkbox"/>	<input type="checkbox"/>	Felony indecent exposure	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle homicide
<input type="checkbox"/>	<input type="checkbox"/>	First or Second degree robbery	<input type="checkbox"/>	<input type="checkbox"/>	Unlawful imprisonment
<input type="checkbox"/>	<input type="checkbox"/>	First or Second degree manslaughter	<input type="checkbox"/>	<input type="checkbox"/>	Simple Assault
<input type="checkbox"/>	<input type="checkbox"/>	First or Second degree extortion	<input type="checkbox"/>	<input type="checkbox"/>	Sexual exploitation of minors
<input type="checkbox"/>	<input type="checkbox"/>	First or Second degree criminal mistreatment	<input type="checkbox"/>	<input type="checkbox"/>	First or Second degree custodial interference
<input type="checkbox"/>	<input type="checkbox"/>	Child abuse or neglect as defined in RCW 26.44.020	<input type="checkbox"/>	<input type="checkbox"/>	Malicious harassment
<input type="checkbox"/>	<input type="checkbox"/>	Selling or distributing erotic material to a minor	<input type="checkbox"/>	<input type="checkbox"/>	First, Second, or Third degree child molestation
<input type="checkbox"/>	<input type="checkbox"/>	Custodial assault	<input type="checkbox"/>	<input type="checkbox"/>	First or Second degree sexual misconduct with a minor
<input type="checkbox"/>	<input type="checkbox"/>	Child buying or selling	<input type="checkbox"/>	<input type="checkbox"/>	Patronizing a juvenile prostitute
<input type="checkbox"/>	<input type="checkbox"/>	Promoting pornography	<input type="checkbox"/>	<input type="checkbox"/>	Violation of child abuse restraining order
<input type="checkbox"/>	<input type="checkbox"/>	First, Second or Third degree assault of a child	<input type="checkbox"/>	<input type="checkbox"/>	Prostitution
<input type="checkbox"/>	<input type="checkbox"/>	Child abandonment	<input type="checkbox"/>	<input type="checkbox"/>	Or any of these crimes as they may have been named

2. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any person? YES NO

If you answer "yes" to this question, attach copies of any court orders entered in the above proceeding.

3. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person within the last seven years? YES NO

GLENWOOD SCHOOL EMPLOYMENT DISCLOSURE STATEMENT – CONTINUED

- 4. Have you ever been found in any disciplinary board final decision to have abused or financially exploited any vulnerable adult? A vulnerable adult includes anyone who has a functional, mental, or physical inability to care for himself or herself, or who is legally incapacitated, or has a developmental disability, or is admitted to any licensed facility or receiving services from a licensed provider.
YES () NO ()

- 5. Have you, within the last ten (10) years, been convicted of any felony other than those crimes described above?
YES () NO ()

If your answer is “yes” to any of the above, please describe and provide the date(s) of the conviction(s) or finding(s) and the sentence(s) and/or penalty (ies) imposed. If the conviction has been the subject of an expungement, pardon, annulment, or certificate of rehabilitation, please specify. You can attach additional sheets if necessary.

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I am hired, I can be discharged for any misrepresentations or omissions in the above statement. I also understand that if I am hired, my employment is conditioned on your receipt of a satisfactory report from the Washington State Patrol and the FBI fingerprint clearance.

Signature_____ Date_____

Name (print)_____

VOLUNTARY CONFIDENTIAL INFORMATION
FOR AFFIRMATIVE ACTION PURPOSES

Information derived from this questionnaire is for statistical purposes and will not be filed with or made part of your application or personnel file. Glenwood School District #401 is committed to ensuring equal employment opportunities for all persons without regard to race, color, creed, religion, national origin, age, sex, marital status, or the presence of any sensory, mental or physical disability, except as may be necessary to meet a bona fide occupational qualification.

Name _____ / Date _____

Address _____
Street City State Zip

Gender: _____ Male _____ Female

Racial/Ethnic Group:

_____ American Indian or Alaskan Native(1) _____ Hispanic(4)
_____ Asian or Pacific Islander (2) _____ Caucasian, not of Hispanic Origin (5)
_____ African-American, not of Hispanic Origin (3)

Age Group:

Are you in a protected age group (age 40 or over)? _____ Yes _____ No

Veteran Status:

_____ Vietnam Era Veteran (8/5/64 – 5/7/75) _____ Disabled Veteran
_____ Veteran

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GLENWOOD SCHOOL DISTRICT #401 IS AN EQUAL OPPORTUNITY EMPLOYER



WASHINGTON STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE

To:

SCHOOL DISTRICT EMPLOYER
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 180-87-080. Your assistance is appreciated.

Return all completed information to:

SCHOOL DISTRICT GLENWOOD SCHOOL DISTRICT 401	
ADDRESS PO BOX 12, GLENWOOD WA 98619	
PHONE 509-364-3438	FAX 509-364-3689

Employing School Receipt Date _____ Recipient Name _____

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 above, 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

<input type="checkbox"/> No sexual misconduct materials were found. <input type="checkbox"/> Yes, sexual misconduct materials are available. <input type="checkbox"/> No Please contact for more information. <input type="checkbox"/> No record of employment.	Complaint of sexual misconduct was filed with OSPI. <input type="checkbox"/> Yes
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