

Classified Employment Application Process

Checklist

CLASSIFIED APPLICATION PROCEDURES

Candidates must have a complete application file in the Human Resource Department by the end of business hours on the final day of the job posting to be considered for an interview by the screening team. ***No exceptions will be made.***

Please use the following checklist as your guide in fulfilling the requirements for a **complete application file**. Applicants must submit the following items for ***each job opening*** to be considered.

Complete application file must contain the following:

1. Letter of Interest for a specific posting.
2. Current resume.
3. Easton School District application form.
4. Affirmative Action Form – Insert A (optional)
5. Applicant Disclosure Statement – Insert B (required)
6. For positions with a minimum education requirement: copy of High School Diploma or equivalent.
7. Copy of certification/license if required for specific job posting.
8. Paraprofessional applicants only – copy of High School Diploma or equivalent; **AND** copy of College and/or University Transcripts **OR** proof of passing the ETS Paraprofessional Test.

Employment with the District will be conditional upon the district's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges in accordance with Washington State law and conditional upon receipt of a Sexual Misconduct Disclosure Form from prior Washington State employer(s), where employment was in a school setting, indicating that no sexual, verbal or physical misconduct materials were found in the records of such employer(s) pursuant to RCW 28A.400 and WAC 180-87-080.

Easton School District No. 28

Application for Classified Employment

An Equal Opportunity Employer-Drug/Tobacco Free Workplace

1893 Railroad St, Easton, WA 98925 (509) 656-2317

www.easton.wednet.edu

Name: _____
Last First Middle

Other Name(s) under which references or employers may know you: _____

Present Address: _____
City State Zip

Phone Number: _____ Social Security Number: _____

Position Applying For: _____

Have you ever been a member of the Washington State Public Employee's Retirement System?

Yes _____ No _____ If yes: Plan I _____ Plan II _____ Plan III _____

Do you have a valid Washington State Driver's License? Yes _____ No _____

Highest Grade Completed: _____

Colleges, Nursing, Business, or Other Schools Attended:

1. _____ From _____ To _____ Degree/Certificate _____

2. _____ From _____ To _____ Degree/Certificate _____

3. _____ From _____ To _____ Degree/Certificate _____

Other Skills, Licenses: _____

Check clerical skills and machines operated, if applicable to position desired:

___ Typing (___ wpm) ___ Shorthand (___ wpm) ___ Dictaphone ___ Keypunch

___ Computer/Word Processor (what programs?) _____

___ 10-Key Adding Machine ___ Calculator ___ Copier ___ Bookkeeping

Other (please specify): _____

List experiences you have had working with children (paid or volunteer): _____

Applicant Name: _____

Employment History (Start with last or current position):

1. Employer: _____ From: _____ To: _____
Address: _____ Phone: _____
Your Title: _____ Work Performed: _____

Reason For Leaving: _____

2. Employer: _____ From: _____ To: _____
Address: _____ Phone: _____
Your Title: _____ Work Performed: _____

Reason For Leaving: _____

3. Employer: _____ From: _____ To: _____
Address: _____ Phone: _____
Your Title: _____ Work Performed: _____

Reason For Leaving: _____

Professional References:

1. Name: _____ Title: _____
Address: _____
Phone: _____ How long has reference known you personally? _____

2. Name: _____ Title: _____
Address: _____
Phone: _____ How long has reference known you personally? _____

I have been unemployed since (date): _____

I certify that all answers and statements are true and complete to the best of my knowledge. I understand that untruthful or misleading answers are cause for rejection of my application, or if employed, dismissal.

Applicant Signature: _____ **Date:** _____

Classified Employment Application Process

Insert A

AFFIRMATIVE ACTION FORM

Easton School District No. 28 does not discriminate based on race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America and other designated youth groups. The District is an equal opportunity employer that supports the spirit, policies, and practices of affirmative action, and has implemented programs to address the diversity of our community. Your response to the following questions will assist the District in accurately reporting their employment practices to state and federal agencies.

PRINT NAME: _____
 LAST FIRST MI

GENDER: _____ Male _____ Female

DISABLED: _____ No _____ Yes – If yes and you need assistance during the application process, please contact our Human Resources Department.

I consider myself a member of the following ethnic group: _____ Asian or Pacific Islander _____ Black
_____ Caucasian _____ Hispanic _____ Native American Indian/Alaskan Native* _____ Other

*If you identified yourself as Native American Indian/Alaskan Native, please answer the following questions:
I am affiliated with the _____ Tribe.
I am an enrolled member of this Tribe. Yes _____ No _____

DISABLED AND VIETNAM-ERA AFFIRMATIVE ACTION PROGRAM

This supplemental information is confidential and for record keeping only. Your response will be kept separate from other documents related to your application. The individuals who process your application will not use this document.

A. Veteran: I am a veteran of the United States Armed Services Yes _____ No _____

B. Vietnam-Era Veteran: The term “Vietnam-era Veteran” means a person who 1) served on active duty for a period of more than 180 days, any part of which occurred during August 5, 1964 through May 7, 1975 and was discharged or released with other than a dishonorable discharge, or 2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed during the Vietnam Era.

I meet the definition provided for “Vietnam-Era Veteran” Yes _____ No _____

C. Disabled Veteran: The term “Disabled Veteran” means a person entitled to disability compensation under laws administered by the Veteran’s Administration for a disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability or aggravated in the line of duty.

I meet the definition provided for “Disabled Veteran” Yes _____ No _____

Classified Employment Application Process

Insert B

APPLICANT DISCLOSURE STATEMENT (See RCW 43.43.830)

Applicants are all prospective employees and volunteers having unsupervised access to children.

In accordance with RCW 43.43.830, applicants and perspective volunteers are required to complete this disclosure form. In addition, applicants who have been offered employment as outlined in said law will be required to complete a fingerprint check with the Washington State Patrol criminal identification section. Applicants who have been offered volunteer assignments will be required to complete a Request for Criminal History form. These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or findings. Applicants may be employed on a conditional basis pending completion of such background investigation. Volunteers will be retained on the same conditional basis. A copy of the State Patrol's response will be sent to the volunteer within ten (10) days after receipt by the district.

Answer yes or no to each listed item. If the answer is yes to any item, explain in the area provided, indicating the charge, or finding, the date and the court(s) involved.

Have you ever been:

1. Convicted of any crimes against children or other persons?

Answer: ___No ___Yes **If Yes, explain below**

2. Convicted of any crimes relating to financial exploitation if the victim was a vulnerable adult?

Answer: ___No ___Yes **If Yes, explain below**

3. Found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer: ___No ___Yes **If Yes, explain below**

4. Found by a court in domestic relations, proceeding under Title 26 RCW, to have sexually abused or exploited any minor, or to have physically abused any minor?

Answer: ___No ___Yes **If Yes, explain below**

5. Found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

Answer: ___No ___Yes **If Yes, explain below**

6. Found by a court in a protection proceeding under Chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?

Answer: ___No ___Yes **If Yes, explain below**

7. Are you presently charged with or under investigation of, but not convicted of, any of the crimes or offenses described in question 1 through 7?

Answer: ___No ___Yes **If Yes, explain below**

Classified Employment Application Process

Insert B

8. Have you ever been convicted of any crimes not identified above?

Answer: ___No ___Yes **If Yes, explain below**

9. Are you presently involved in an employment situation where non-renewal, discharge or discipline is being discussed?

Answer: ___No ___Yes **If Yes, explain below**

10. Have you ever been dismissed, discharged, or non-renewal, or have you separated employment in order to avoid discipline or discharge?

Answer: ___No ___Yes **If Yes, explain below**

Explanation:

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the Laws of the State of Washington, that the foregoing is true and correct.

INVESTIGATION CONSENT AND RELEASE OF LIABILITY FORM

I authorize the Easton School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Easton School District with information they have regarding me. I hereby release and discharge the Easton School District and those who provide information from any and all liability as a result of furnishing this information.

Applicant (Print Name): _____

Applicant Signature: _____

Date and Place: _____

Date of Birth: _____