

Certificated Employment Application Process

Checklist

CERTIFICATED 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**.

Complete application file must contain the following:

1. Letter of Interest requesting consideration for a specific posting, or grade level or subject area.
2. Current resume.
3. Easton School District application form.
4. Affirmative Action Form – Insert A (optional)
5. Applicant Disclosure Statement – Insert B (required)
6. Copy of a valid Washington State certificate for position.
7. Copy of any college transcripts related to the application.
8. Placement file. Letters of recommendation from supervising teachers during student teaching or supervisors during prior teaching experience should be provided if not in placement file. (In lieu of Placement file (3) Confidential Professional Reference forms will need to be submitted.)

RENEWAL OF PROSPECTS

Applications will be active through August 31st annually. To be considered for a subsequent school year, it will be necessary for you to contact the Human Resource Department by submitting a written request to activate your application file.

Easton School District No. 28 is an Equal Employment Opportunity Employer.

Certificated Employment Application Process

Questions and Answers

As a service to our applicants, we have provided a list of the most commonly asked questions and our responses.

Question: May I apply for more than one position?

Answer: Certainly, you may apply for any open position for which you feel qualified and/or in which you are interested. You need only submit one complete application for position within the same category.

Question: How can I find out about open positions?

Answer: We post positions in each building as well on our website at www.easton.wednet.edu.

Question: How long is my application kept on file?

Answer: We keep your application active through August 31st annually. It is your responsibility to contact our office annually in writing to request that your file remain in active status, if so desired.

Question: If I apply for a position and another similar position occurs after I apply, will I automatically be considered for that second position?

Answer: No, you will have to let us know that you are interested in each open position by submitting a letter of interest for that open position.

Question: Do I need to come in every time I want to apply for a position?

Answer: You do not have to come to the Human Resource Department, but you must have a complete application on file, and contact our office by letter before the posted closing date, describing your interest in the position.

Question: How can I tell when the position closes?

Answer: The closing date is listed on the job posting.

Question: When do you post your positions?

Answer: We post newly opened positions as they occur.

Question: What kind of qualifications do I need to work in the Easton School District?

Answer: Each position posting has a list of preferred and/or required qualifications needed to be eligible for that specific position.

Question: How will I be notified regarding an interview?

Answer: You will be notified by telephone within one to two weeks after the closing date if you have been selected for an interview. If you have not heard after two weeks, you may contact the Human Resource Department at (509) 656-2317 to inquire about the status of the position for which you applied.

Question: Do I need to be a citizen of the United States?

Answer: In accordance with the Immigration Reform and Control Act of 1986 (Title 8, US Code, Section 1.324A), we will hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees are required to complete an Employment Eligibility Verification Form (I-9), issued by the US Immigration & Naturalization Service, which requires documentation to establish this eligibility.

Question: What if I do not have a current Washington State certificate?

Answer: Any offer of employment will be contingent upon your holding a valid Washington State Certificate. You may apply through the state certification office at:

*Office of Superintendent of Public Instruction
Old Capitol Building PO Box 47200
Olympia, WA 98504-7200
Telephone: 360-753-6773
OSPI web site: www.k12.wa.us/*

If you have further questions, please feel free to contact Human Resources at (509) 656-2317.

Easton School District No. 28

Application for Certificated 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: _____

Message Phone: _____

Present Position: _____

Social Security Number: _____

Applicant Disclosure Statement:

(Reference RCW 28A.400)

Have you ever been:

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

No Yes Specify: _____

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

No Yes Specify: _____

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?

No Yes Specify: _____

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?

No Yes Specify: _____

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?

No Yes Specify: _____

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

No Yes Specify: _____

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?

No Yes Specify: _____

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

No Yes Specify: _____

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

No Yes Specify: _____

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

No Yes Specify: _____

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

Applicant Signature: _____ **Date:** _____

A fingerprint check will be required prior to employment and an inquiry to the Washington State Patrol and/or federal law enforcement will be made.

Academic Information		Starting with post high school, list in order all institutions attended.			
Name of Institution City and State	Dates Attended Mo/Yr to Mo/Yr	Credits Earned Specify Sem/Qtr	Degree Earned	Major	Minor

Student Teaching/Internship Experience	
(List in order of occurrence) DO NOT INCLUDE OBSERVATIONS. Include internships as counselor, OT, PT, speech language pathologist, communication disorder specialist, reading resource specialist, social worker, psychologist, school nurse and audiologist.	
City _____	School _____ Principal _____
Assignment _____	Date _____ Master Teacher _____
	College _____ College Supervisor _____
City _____	School _____ Principal _____
Assignment _____	Date _____ Master Teacher _____
	College _____ College Supervisor _____

Certificated Teaching Experience		(List in order of occurrence) INCLUDE long-term substitute experience. DO NOT INCLUDE day-care, student teaching, etc.		
District Name (City, State and Phone Number including area code)	Assignment Grades/Subjects	Dates of Employment Mo/Yr to Mo/Yr	Full-Time*	Reason for Discontinuing Position

*Use F for full time, .5 for half time, etc.

Other Experience		(List in order of occurrence) Include military service. Attach sheet if necessary.	
Employer	City/State	Dates of Employment	Kind of Work

Certificate Information:

Have you ever had a certificate revoked? If yes, identify date, certificate, reason. _____ No _____ Yes

Date: _____

Certificate: _____

Reason: _____

List below teaching, administrative, and special certificates for the State of Washington which you hold or will hold. For Washington State Initial Teaching Certificate or endorsed continuing certificates, be certain to list all endorsements.

Type of Certificate	Endorsements	Issue Date	Expiration Date	Certificate Number

POSITION DESIRED

TEACHER: If you are appropriately certified and are interested in being considered for one or more of the areas listed below, indicate your preference; list only your top 3 (three) choices, 1 (one) being your first choice:

<input type="checkbox"/> Primary (K-3)	<input type="checkbox"/> Intermediate (4-6)	<input type="checkbox"/> Middle School (7-8)	<input type="checkbox"/> High School (9-12)
<input type="checkbox"/> Special Ed	<input type="checkbox"/> Specialist	<input type="checkbox"/> Learning Academy	<input type="checkbox"/> Careers & Technical Ed

ELEMENTARY: Select the grade level(s)/subject(s) you are endorsed and prepared to teach:

<input type="checkbox"/> Kinder	<input type="checkbox"/> 3 rd Grade	<input type="checkbox"/> 6 th Grade	<input type="checkbox"/> Band	<input type="checkbox"/> ESL
<input type="checkbox"/> 1 st Grade	<input type="checkbox"/> 4 th Grade	<input type="checkbox"/> Elementary P.E.	<input type="checkbox"/> Music	<input type="checkbox"/> Special Education
<input type="checkbox"/> 2 nd Grade	<input type="checkbox"/> 5 th Grade	<input type="checkbox"/> Reading	<input type="checkbox"/> Art	<input type="checkbox"/> Other

SECONDARY: Select subjects you are endorsed and prepared to teach:

<input type="checkbox"/> Language Arts	<input type="checkbox"/> Resource Room	<input type="checkbox"/> Computer Education
<input type="checkbox"/> Spanish	<input type="checkbox"/> Speech Language Pathology	<input type="checkbox"/> Traffic Safety
<input type="checkbox"/> French	<input type="checkbox"/> Counselor - K-12	<input type="checkbox"/> Band
<input type="checkbox"/> German	<input type="checkbox"/> Psychologist - K-12	<input type="checkbox"/> Orchestra
<input type="checkbox"/> English	<input type="checkbox"/> Science	<input type="checkbox"/> Choral
<input type="checkbox"/> Literature	<input type="checkbox"/> Chemistry	<input type="checkbox"/> General Music
<input type="checkbox"/> Debate	<input type="checkbox"/> Biology	<input type="checkbox"/> Life Skills
<input type="checkbox"/> Social Studies	<input type="checkbox"/> Physics	<input type="checkbox"/> Agriculture Education
<input type="checkbox"/> ESL	<input type="checkbox"/> Health	<input type="checkbox"/> Business Education
<input type="checkbox"/> Reading	<input type="checkbox"/> Math	<input type="checkbox"/> Marketing Education
<input type="checkbox"/> Remedial Reading	<input type="checkbox"/> Geometry	<input type="checkbox"/> Family & Consumer Sciences Education
<input type="checkbox"/> Remedial Math	<input type="checkbox"/> Algebra	<input type="checkbox"/> Technical Education
<input type="checkbox"/> P.E.	<input type="checkbox"/> Calculus	<input type="checkbox"/> Trade and Industrial Occupations
<input type="checkbox"/> Library	<input type="checkbox"/> Home & Family	<input type="checkbox"/> Health Occupations
<input type="checkbox"/> Life Skills	<input type="checkbox"/> Art	<input type="checkbox"/> Diversified Occupations (Work Based Learning Certificate)
<input type="checkbox"/> Emotional/Behaviorally Disordered	<input type="checkbox"/> Photography	

Bilingual/Biliterate Skills:

Language	Speak – Yes/No	Read – Yes/No	Write – Yes/No

Extracurricular Activities:

Indicate the number of years experience in the activities listed below. Circle activities you are willing to coach/sponsor.

Extra Curricular Activities	High School Experience	College Experience	Contract Experience	Extra Curricular Activities	High School Experience	College Experience	Contract Experience
Football				Vocal Music			
Basketball				Athletic Director			
Baseball				Athletic Trainer			
Softball				Drill Team			
Track				Debate			
Cross Country				Drama			
Wrestling				Yearbook			
Swimming				Newspaper			
Golf				Student Government			
Volleyball				Honor Society			
Soccer				Clubs			
Tennis				Cheerleaders			
Pep/Marching Band							

References:

List all persons to whom your professional reference forms were sent (see instructions for required references).

Name and Relationship	Street Address	City, State, Zip	Area Code & Phone Number

Signature Release:

My signature below authorizes the school district to conduct a background investigation and authorize release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Washington or other State Department of Social Services Child Protective Services Unit 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 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, and I understand that any omission, false answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Date: _____ Applicant Signature: _____

Certificated 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_____

Certificated 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.

1. Have you ever been convicted of any crimes against persons as defined in RCW 43.43.830 and listed as follows: aggravated murder: first, second, or third degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second 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 child 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 indecent exposure; or any of these crimes as they may be renamed in the future.

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

2. Have you ever been 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?

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

3. Have you ever been 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?

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

4. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

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

5. Have you been convicted of any other felony or misdemeanor crimes during the past 10 years?

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: _____

Confidential Professional Reference Forms

Easton School District No. 28

Send to most recent evaluator for completion. By signing this Confidential Professional Reference Form, I release the Easton School District No. 28, my former employer(s), and all persons completing this form from any and all liability in obtaining or disclosing such information.

Applicant's Name _____ Social Security Number _____

Dates Employed _____ Position _____

Applicants Signature _____ Date _____

Evaluator Complete this portion. The above-named applicant has applied for a certificated position with the Easton School

District No. 90. We ask that you carefully evaluate the applicant in terms of your professional contact with the applicant. Place

a single check mark at any point of the bottom line for each item.

Subject Matter	Teacher displays some content Knowledge.	Teacher displays solid subject matter knowledge.	Teacher displays extensive knowledge of the subject matter.	Unable to evaluate.
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Effort Toward Improvement	Teacher may have awareness of prerequisite learning but such knowledge is incomplete or inaccurate.	Teacher's plans and practices demonstrate understanding of students' prior knowledge.	Teacher actively builds upon understanding of students' prior knowledge.	Unable to evaluate.
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Instructional Skill	Instructional objectives are inadequately defined or not matched with materials, exercises, and student behavior.	Instructional objectives clearly define the planned learning, match student behavior with the learning, recognize conditions affecting the learning and define acceptable performance.	The lesson's structure is appropriate for all students to achieve the learning and accommodates individual differences in learning.	Unable to evaluate.
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Interest in Teaching Students	Teacher does not accept responsibility for learning by all students or fails to apply different instructional strategies.	Teacher persists in seeking approaches for students who have difficulty learning, and applies a moderate repertoire of intervention strategies.	Teacher possesses and uses an extensive repertoire of strategies and additional resources to assist students who need help.	Unable to evaluate.
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Classroom Organization and Management	Non-instructional tasks consume excessive instructional time.	Efficient systems for performing non-instructional duties are in place resulting in minimal loss of instructional time.	Once efficient systems are in place, students assume considerable responsibility for efficient operation.	Unable to evaluate.
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Student Discipline	Teacher response to student behavior is inconsistent or inappropriate resulting in disruption or failing to respect the student's dignity.	Teacher response to misbehavior is appropriate and successful and respects the student's dignity.	Teacher response to misbehavior is highly effective and sensitive to the students' individual needs. Student behavior is entirely appropriate.	Unable to evaluate.
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Leadership	Teacher has only minimal involvement in school or district events, and then only when specifically asked or required.	Teacher volunteers to participate and contribute in school and district projects and/or events.	Teacher volunteers to make a substantial contribution assuming leadership role.	Unable to evaluate.
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Professionalism	Teacher fails to build and maintain effective relationships with colleagues.	Support and cooperation characterize professional relationships with colleagues.	Support and cooperation fosters professional relationships with colleagues. Teacher takes initiative in assuming leadership responsibilities.	Unable to evaluate.
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Life-Long Learning and New Approaches	Teacher engages minimally or not at all in needed professional development activities.	Teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill.	Teacher seeks out opportunities for professional development and makes a systematic attempt to implement new strategies to enhance learning.	Unable to Evaluate.
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Use of Technology	Teacher either resists the use of technology, or is unable to master basic technology skills.	Teacher is adept in the use of technology for instructional purposes as provided by the District and uses it effectively.	Teacher stays abreast of the evolving use of technology in the instructional process and takes the initiative to design learning experiences around available technology.	Unable to evaluate.
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Would you hire/rehire this person? Yes _____ No _____

Additional Comments: _____

Have you observed this applicant _____ very few times? _____ one year? _____ several years?

From _____ Date To _____ Date

Title/role at time you worked with applicant _____

Employer/School District _____

Name (Print) _____ Signature _____

Date _____ Office Phone _____

Please return this form to:
 Human Resources Department
 Easton School District No. 28
 PO Box 8
 Easton WA 98925

If you have any questions, please call the Human Resources office at (509) 656-2317.