

White Salmon Valley Schools

P. O. Box 157

White Salmon, WA 98672

(509) 493-1500 Fax (509) 493-2275

Information for Applicants for Certificated Employment

Thank you for your recent request for an application for certificated employment in the White Salmon Valley School District. Interviews will be scheduled immediately after the closing date for each position.

Application Procedures:

1. Submit a **personal letter and completed application** as an indication of your interest.
2. You are responsible for having your **college placement file** forwarded to the district. If your current placement file does not include teaching references and/or references from your immediate supervisor, you should have this information added to your file.
Transcripts are not required until a contract is offered.
3. You may submit such additional information as may promote your candidacy.
4. Incomplete applications and placement files will not be considered.
5. All applicants who have submitted complete applications and placement files will be considered, but only a selected group will be interviewed.

Certification:

2. A valid Washington State Teaching Certificate is required to teach in the White Salmon Valley School District.
3. You will be required to provide a photocopy of your Washington State Teaching Certificate if you are hired.
4. If you do not have a current certificate, you should proceed as follows:
 4. **Out of State Graduates:** Contact the Supervisor of Certification, State Office of Public Instruction, Old Capitol Building, FG-11, P.O. Box 47200, Olympia, WA 98504-7200. Certificate information: (360) 753-6773.
 5. **Washington State Graduates:** If your certificate has expired, contact either your college/university or the Supervisor of Certification as listed above.

Communications:

6. **If applicants wish to contact the District Office regarding the status of their applications, they may do so by using the above address and phone number.**

Renewal of Application:

- To keep your application active, you must contact the District Office by October 1 of each year.
- Applications are kept on file for two years, but you must contact the District Office to activate it for each advertisement.

White Salmon Valley School District 405-17

P.O. Box 157
White Salmon, WA 98672
(509) 493-1500

Application for Certificated Employment

Equal Opportunity Employer

Applicant:

1. This application should be filled out completely.
2. Only applicants who have submitted a personal letter, completed application and college placement file will be considered for an interview.
3. A personal interview is required before an applicant can be recommended for hire. The personnel office will request an interview with those candidates being considered.
4. If hired, the candidate will be required to submit at his/her own expense, a complete, official transcript of college work.
5. Salaries of certificated employees are determined by approved experience and training in conjunction with the Washington State Salary Schedule.
6. A contract to teach is not effective unless the holder has a valid Washington State Certificate covering the period of the contract

Date: _____

Name: _____
Last First Middle

Address: _____
Street P.O. Box

_____ City State Zip

Phone No.: _____ Social Security No.: _____

Permanent Address: _____
Street P.O. Box

_____ City State Zip

Present Position or Employment Status: _____

Position for which you are applying: _____

Education

	Date of Leaving
Name and Location	
Last Elementary School Attended	
Last High School Attended	

College (List in order of attendance)	Location Degree	Dates of Attendance		Credits Earned (Indicate Semester or Quarter hours)
		From	To	

Teaching Majors(s): _____ No. of Hours: _____
 Teaching Minor(s): _____ No. of Hours: _____

Student Teaching Experience

District: _____ School: _____
 Grade: _____ Subject: _____ Dates: _____
 District: _____ School: _____
 Grade: _____ Subject: _____ Dates: _____

Teaching Experience

List most recent experience first

Dates		School City/State	Grade and/or Secondary Subjects taught	Reason for Leaving
To	From			

Total number of years of teaching experience: Public: _____ Private: _____

Was all teaching experience listed above full time under contract? Yes _____ No _____
 (If no, explain in detail below)

Substitute: _____
 Part Time: _____ Other: _____

Professional Information

List below teaching, administrative and special certificates held

Type of Certificate and number	Date Issued	Date of Expiration	State

Is your placement file up to date? Yes _____ No _____

Position Preference

Designate in order of preference the type of position you are applying for. Indicate choices by 1st, 2nd, and 3rd.

Elementary (K-4) _____ Middle School (5-8) _____ High School (9-12) _____

Administrative _____ Other (explain) _____

List below the grade levels, specific subjects or positions for which you wish to be considered:

Elementary	Middle School	High School	Activities (list those can supervise or coach)
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____

Experience Other Than Teaching

Dates		Firm or Employer	Position (mark with * those which were full time)	Reason for Leaving
To	From			

References

Give three or more references including superintendents and principals under whom you have taught who have first-hand knowledge of your character, personality, scholarship, and teaching ability. Include their phone numbers at work and home, if possible.

Name	Phone No. Work	Home

Personal Information

Have you the legal right to work in the U.S.? Yes _____ No _____ If hired, you will be asked to provide proof of legal right to work in U.S.

Have you been in the U.S. Military Service? _____ Branch _____

Duties, assignments, highest rank: _____

Type of Discharge: _____

Have you been informed of, understand and have the ability to perform the essential functions of the job with or without accommodation? Yes _____ No _____

Any applicant with a disability who needs reasonable accommodation in any step of the hiring process to assist him or her to demonstrate his or her qualifications to perform the essential functions of the job for which the applicant is applying should inform the Personnel Department.

Narrative Statement

In your own handwriting, briefly state how and what you can contribute to the White Salmon Valley School District. Also, include any pertinent information that could assist in the evaluation of your application.

Equal Opportunity Employer

It is the policy of the White Salmon Valley School District to attract and retain the best qualified people available without regard to race, creed, color, religion, national origin, age, sex, marital status or any sensory, mental or physical challenges. This policy applies to all relations with applicants for employment and employees, including compensation, promotion, transfer, inservice training, termination, and privileges and condition of employment.

The following information is requested to satisfy our Affirmative Action Plan and is not a condition of employment nor mandatory on your part.

Optional Information

Sex: Male _____ Female _____
Age: 39 years and under _____ 40 years and over _____
Race Caucasian(includes European) _____
 Black _____
 Native American (American Indian, Eskimo, Aleut) _____
 Asia (Chinese, Japanese, Filipino) _____
 Spanish Surname (Mexican, Puerto Rican, Spanish) _____
 Other, specify _____

If you have any questions, please contact the District Office, (509) 493-1500. Thank you.

Signature

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

I certify that all answers or statements I have made on this application or on my resume or other supplementary materials are true and correct without omissions. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of my employment. I authorize White Salmon Valley School District to contact any of my past employers to obtain information concerning my previous employment and/or education, except as otherwise indicated. I release this company and all persons and organizations from all claims and liabilities of any nature arising from such investigations or the supplying of information for such investigations.

I agree to conform to the policies and regulations established by the White Salmon Valley School District. I understand that an offer of employment is not an employment contract. I have read and understand the foregoing statements and accept the same as conditions of employment.

Signature of applicant _____ **Date** _____

White Salmon Valley School District 405-17

Applicant Disclosure Form

APPLICANTS who will or may have unsupervised access to children during the course of employment in connection with their application for a position with White Salmon Valley School District and pursuant to RCW 43.43.830 through 834, RCW 9.96A.020, and WAC 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 who transport students are required to submit an updated disclosure annually.

We will request your fingerprints to obtain a report of your conviction record. If you are hired before the report is available, your employment will be conditioned upon the receipt of a satisfactory report.

- YES NO 6. 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 nolo contendere is the basis for the conviction) or any proceeding in which the charge has been deferred from prosecution under chapter 10.05 RCW or the sentence has been deferred or suspended listed as follows.

- | | |
|--|---|
| Aggravated murder | First degree promoting prostitution |
| First or second degree murder | Communication with a minor |
| First or second degree kidnapping | First degree arson |
| First, second or third degree assault | First degree burglary |
| First, second or third degree rape | Indecent liberties |
| First, second or third degree rape of a child | Incest |
| Felony indecent exposure | Vehicular homicide |
| First or second degree robbery | Unlawful imprisonment |
| First or second degree manslaughter | Simple assault |
| First or second degree extortion | Sexual exploitation of minors |
| First or second degree criminal mistreatment | First or second degree custodial interference |
| Child abuse or neglect as defined in RCW 26.44.020 | Malicious harassment |
| Selling or distributing erotic material to a minor | First, second, or third degree child molestation |
| Custodial assault | First or second degree sexual misconduct with a minor |
| Child buying or selling | Patronizing a juvenile prostitute |
| Promoting pornography | Violation of child abuse restraining order |
| First, second or third degree assault of a child | Prostitution |
| Child abandonment | Or any of these crimes as they may have been named |

- Yes No 2. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor or to have physically abused any person?

If you answer "yes" to question 2, attach copies of any court orders entered in the above proceeding.

- Yes No 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?

- Yes No 7. Have you ever been found in any disciplinary board final decision to have abused or financially exploited any person 60 years of age or older who has a functional, mental, or physical inability to care for himself or herself or who is a patient in a state hospital?

White Salmon School District 405-17 is required to obtain a record check from the Washington State Patrol and FBI via fingerprinting for employees who will have regularly scheduled unsupervised access to children. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application or termination of employment.

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.

Applicant Signature _____

Home and Place _____

Address _____

Business or Organization _____

City _____ State _____ Zip _____

White Salmon Valley School District 405-17 is an Equal Opportunity Employer



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Office of Professional Practices
 Old Capitol Building
 PO BOX 47200
 Olympia WA 98504-7200

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.

APPLICANT'S NAME (FIRST, MIDDLE, LAST)
FULL NAME WHEN LAST EMPLOYED WITH ORGANIZATION
SOCIAL SECURITY NUMBER
APPROXIMATE DATES OF EMPLOYMENT
POSITION(S)

I authorize you to release to the school/district listed below, all information related to any acts of sexual misconduct committed by me as defined by the state board of education. 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 being forwarded to requesting school district.	Complaint of sexual misconduct was filed with OSPI. <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Former Employer Signature	_____ Title
_____ Date	

Return all completed information to:

SCHOOL DISTRICT	
ADDRESS	
PHONE	FAX

Employing School Receipt Date _____ Recipient Name _____