

INSTRUCTIONS

Only completed applications received by the specific deadline will be referred to our screening committee for consideration.

Upon completing this application, be sure to sign the application at the bottom of page 6.

There are 2 options for signing the application, depending on whether you would like to mail the application and related supporting materials OR you prefer to email everything.

MAILING THE APPLICATION

Print out your completed application and sign it by hand at the bottom of page 6. Don't forget to keep a copy for yourself.

Then, mail the application AND supporting materials to:

Wahkiakum School District #200
HR Department
500 S 3rd St.
PO Box 398
Cathlamet, WA 98612

SENDING THE APPLICATION BY EMAIL

There are three locations to be digitally signed in the application. The third, at the bottom of the last page will lock the document for editing and digitally sign it. If you do not have a digital signature, simply clicking on any of the signature blocks will open the wizard to create one. Do not worry about references to "Organization" or "Organization Unit" in the Wizard. Unless you know what they are and have one, simply leave those fields blank

The document will be automatically saved each time it is digitally signed. Once the third signature is in place, the completed application is ready for sending.

From there, you can attach your digitally signed application PDF along with electronic versions of your supporting material (PDFs, PDF scans of documents, or Word documents) to an email addressed to HR Department, Wahkiakum School District #200: wsd-hr@wahksd.k12.wa.us

APPLICATION REQUIREMENTS

1. It is your responsibility to have the materials listed in the vacancy notice included in the packet that you either mail or email to the District. The materials MUST include at least the following:
 - a. Your completed and signed (by hand or digitally) Wahkiakum School District #200 application form. The application must be completed in its entirety -- "see resume" is not acceptable.
 - b. An up-to-date resume
 - c. A letter (or email) of application including the reason(s) you chose education as a career
 - d. An up-to-date placement file OR letters of recommendation and copies of transcripts (unofficial is acceptable).
 - e. Copy of certificate(s)
 - f. Completed Background Check form
2. Present or past employers (supervisors) will be contacted as part of the selection process.
3. **Questions?** Contact the HR Department at **360-795-3971** or by email at wsd-hr@wahksd.k12.wa.us

WAHIAKUM SCHOOL DISTRICT #200 IS AN EQUAL OPPORTUNITY EMPLOYER

WAHKIAKUM SCHOOL DISTRICT #200
CERTIFICATED/CLASSIFIED EMPLOYMENT APPLICATION

Date: _____ Social Security #: _____

Position Applying For: _____

Name: _____
Last First Middle

Other name(s) under which records may be listed: _____

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Email Address: _____

Interested in: (check one or more)

Full Time: _____ Part Time: _____ Temporary: _____

Dates: _____ Positions: _____

Employment Policies and EOE/Equal Opportunity Employment Statement

Wahkiakum School District No. 200 complies with all federal and state rules and regulations and does not discriminate based on sex, race, creed, religion, color, age, national origin, sexual orientation including gender expression or identity, marital status, veteran or military status, disability, or the use of a trained dog guide or service animal in any programs or activities, and provides equal access to the Boy Scouts and other designated youth groups.

Wahkiakum School District complies with the Immigration Reform and Control Act of 1985 (IRCA) as amended, and the Americans with Disabilities Act (ADA) of 1991. All Wahkiakum School District job offers are contingent on the satisfactory completion of a criminal background check. 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:

Wahkiakum School District #200
500 S 3rd B398
Cathlamet, WA 98612
(360) 795-3971

AN EQUAL OPPORTUNITY EMPLOYER.

ACADEMIC/PROFESSIONAL PREPARATION

Name of School/Institution	City and State	Date From To	Degrees & Dates	Major/Minor

CERTIFICATES/LICENSES

List below teaching, ESA, administrative and special certificates/licenses held.

Type of Certificate	State	Level/Area	Date Issued	Expiration Date

PROFESSIONAL EXPERIENCE

List below your last four employers, beginning with current or most recent.

Dates: Month/Year	Name, Address, Zip and Telephone Number of Employer	Position Held Supervisor/Telephone	Reason For Leaving

(Attach additional sheets, if necessary, using same format.)

PROFESSIONAL REFERENCES

(Must include current employer if employed, or last employer if not currently employed)

Name/Position	Company Name and Address	Telephone Number

PERSONAL INFORMATION

U.S. Citizen or are you eligible for lawful employment in the U.S?

Yes _____

No _____

Proof of citizenship or legal right to work and identity will be required after hire.

Have you ever been discharged, excluding lay-off, or forced to resign for misconduct or unsatisfactory service from any position? _____ If yes, attach a statement explaining circumstances and disposition.

Within the last seven years have you ever pled guilty, been convicted, fined, imprisoned or placed on probation for violation of any law, police regulation or ordinance, excluding minor traffic violations?

If yes, explain: _____

Driver's License Number: _____

State: _____

All of the information I have provided in this application is true, correct, and complete. I authorize Wahkiakum School District #200 to inquire with former employers and/or references and obtain any and all information regarding my job related background. I also authorize Wahkiakum School District #200 to check for any conviction(s) on record. I release and waive Wahkiakum School District #200, my 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.

Applicant Signature _____

Date _____

**WAHKIAKUM SCHOOL DISTRICT #200
APPLICANT DISCLOSURE FORM**

Pursuant to RCW 43.43.830-834, prospective employees or volunteers who will or may have unsupervised access to children under sixteen years of age during the course of his or her employment or involvement with this organization must complete this disclosure. Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the crime(s) or finding(s), the date, and the court(s) involved.

1. Have you ever been convicted of any crimes against children or other persons as defined in RCW 43.43.830 (5), and listed as follows: aggravated murder; first or second 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; first or second degree rape of a child; 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 _____ If "YES," explain below.

2. Have you ever been 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 _____ 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 _____ If "YES," explain below.

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

ANSWER _____ If "YES," explain below.

Wahkiakum School District #200 is required to obtain a record check from the Washington State Patrol and FBI for all hires 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 _____

Date and Place _____

WAHKIAKUM SCHOOL DISTRICT #200 IS AN EQUAL OPPORTUNITY EMPLOYER

WAHKIAKUM SCHOOL DISTRICT #200 EMPLOYMENT DISCLOSURE STATEMENT

In connection with your application for a position with Wahkiakum School District #200 and RCW 43.43.830 through 834, RCW 9.96A.020, and RCW 10.97.030 and 050, we must ask you to complete the following disclosure statement. This information will be used only in making the initial decision of whether to employ you and will not be used or disseminated for any other purpose. Holders of Type 1 school bus driver authorizations and Type 2 school activities driver authorizations are required to submit an updated disclosure annually.

We will request your fingerprints to obtain a report of your record of criminal convictions for felony convictions within the last ten (10) years as well as any offenses against persons, civil adjudications of child abuse, and disciplinary board final decisions, 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.

ALL APPLICANTS WHO WILL OR MAY HAVE UNSUPERVISED ACCESS TO CHILDREN UNDER SIXTEEN YEARS OF AGE DURING THE COURSE OF HIS OR HER EMPLOYMENT OR INVOLVEMENT WITH THIS AGENCY: 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 statutory rape	<input type="checkbox"/>	<input type="checkbox"/>	Incest
<input type="checkbox"/>	<input type="checkbox"/>	Felony indecent exposure	<input type="checkbox"/>	<input type="checkbox"/>	Vehicular 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

- Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor? **YES () NO ()**
- Have you ever been found in a court in a domestic relations proceeding to have physically abused or exploited any minor or to have physically abused any minor? **YES () NO ()**
- 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 ()**
- 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? **YES () NO ()**
- Have you, within the last ten (10) years, been convicted of any felony other than those crimes described above? **YES () NO ()**

2

YES NO

YES NO

- () () Promoting a suicide attempt
- () () Withdrawal of life support systems
- () () Coercion

1. Have you been convicted of any crime involving the use, sale, possession or transportation of any controlled substance or prescription drug within the last seven years: Provided that in the case of felony convictions, the applicable time limit shall be ten (10) years? **YES () NO ()**
2. Have you been convicted of any crime involving driving when a driver's license is suspended or revoked, hit and run driving, driving while intoxicated, being in physical control of a motor vehicle while intoxicated, reckless driving, negligent driving of a serious nature, vehicular assault or vehicular homicide, within the last three (3) years? **YES () NO ()**
3. Have you intentionally and knowingly transported public school students within the state of Washington within the previous five (5) years, with an expired, lapsed, surrendered, or revoked authorization in a position for which authorization is required? **YES () NO ()**
4. Do you have a serious behavioral problem which endangers the educational welfare or personal safety of students, teachers, bus drivers, or other colleagues? A serious behavioral problem includes, but is not limited to, conduct which indicates unfitness to carry out the responsibilities related to the occupation or job performance of transporting children, such as: dishonesty; immorality, or misuse of alcohol, a controlled substance, or a prescription drug; or furnishing alcohol or controlled substances to a minor or student? **YES () NO ()**
5. Have you had your driving license privilege suspended or revoked within the proceeding three (3) years? **YES () NO ()**
6. Have you incurred three or more speeding tickets in excess of ten miles per hour over the speed limit within any twelve-month (12) period, within the last thirty-six (36) months? **YES () NO ()**
7. Have you misrepresented or concealed a material fact in obtaining a Type 1 or Type 2 authorization or in reinstatement thereof in the previous five (5) years? **YES () NO ()**

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) or fine 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 so specify (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 omission 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.

Signature _____ Name (print) _____

Date _____

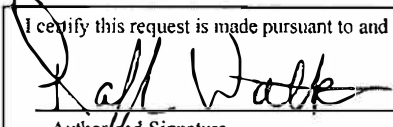
WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633, Olympia WA 98504-2633



REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845

(Instructions on Reverse Side)

<p>(A) REQUESTING AGENCY/ADDRESS</p> <p><u>Wahkiakum School District</u></p> <p>Agency</p> <p><u>Dr. Ralph Watkins</u></p> <p>Attn</p> <p><u>500 S 3rd St / PO Box 398</u></p> <p>Address</p> <p><u>Cathlamet WA 98612</u></p> <p>City/State/Zip</p> <p>I certify this request is made pursuant to and for the purpose indicated</p> <p></p> <p>Authorized Signature</p> <p><u>Superintendent</u></p> <p>Title</p> <p>Date</p> <p><u>(360) 795-3971</u></p> <p>Area Code/Phone Number</p>	<p>(B) PURPOSE</p> <p>Check appropriate box</p> <p><input checked="" type="checkbox"/> Educational School District (ESD)/School District Volunteer – no fee</p> <p><input type="checkbox"/> Non-Profit Business/Organization – no fee (Excluding Schools & ESD's)</p> <p><input type="checkbox"/> Profit Business/Organization - \$35</p> <p><input type="checkbox"/> Adoptive Parent - \$35</p> <p>Fees: Make payable to Washington State Patrol by check, money order, or business account</p> <p>Notary letters certifying the results are available upon request. There is an additional \$5.00 processing fee per notary seal.</p> <p>____ Notarized Letter(s)</p>
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(C) APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.)

Applicant's Name _____

Last First Middle

Alias/Maiden Name(s) _____

Date of Birth: _____ Sex _____ Race: _____

Month/Day/Year

Social Security Number _____ Driver's Lic. Number/State _____ / _____

(optional)

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.

<p>(D) WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION</p> <p>As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845.</p> <p><u>Wahkiakum School District</u></p> <p>Requesting Agency</p> <p>____</p> <p>Applicant's Signature</p> <p>____</p> <p>Applicant's Name</p> <p>____</p> <p>Address</p> <p>____</p> <p>City/State/Zip Phone</p> <p>____</p>		<p style="text-align: center;">WSP Use Only</p> <div style="border: 1px solid black; height: 100px; margin-bottom: 10px;"></div> <p style="text-align: center;">Applicant Right Thumb Print (Optional)</p> <div style="border: 1px solid black; height: 100px;"></div>
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