



ADMINISTRATIVE EMPLOYMENT APPLICATION

Please fill in all blanks (**Do NOT** state "See attached vitas," etc., or leave questions unanswered). If there is insufficient space to respond to questions, use additional paper and indicate which questions you are continuing to answer.

Please **TYPE** or **PRINT** in black ink so this can be photocopied.

Last Name	First Name	Middle Name/Initial
Present Position/Title	Business Phone	Home Phone
Business Address	Home Address (Mailing)	
Dates of employment in present position	Grade levels/Enrollment	
Number of people you supervise	Present Salary/Benefit package	

EMPLOYMENT HISTORY: Please list all **other** full-time experience in reverse chronological order.
Be specific: state grade level/subjects taught, title; e.g., "High School Principal 9-12", etc.

Position/Title	Organization/Location	Grade Level/ Enrollment	Dates Employed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION: *(Undergraduate & Graduate)*

Institution:	Dates attended:	Major/Minor:	Degree/Cert. Awarded:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have a valid administrative credential? Yes _____ No _____

What state(s)? _____ Certification number(s): _____

If not, have you applied for your credential? Yes _____ No _____

What state? _____ Type of credential? _____

REFERENCES: Please list the names of five persons who know of your current professional qualifications. Include the names of at least three current supervisors.

Name

Position

Address

Office Phone

Home Phone

Name

Position

Address

Office Phone

Home Phone

Name

Position

Address

Office Phone

Home Phone

Name

Position

Address

Office Phone

Home Phone

Name

Position

Address

Office Phone

Home Phone

Comments on any other areas that may enhance your application:

Within the last ten years have you ever been charged, plead guilty, been convicted, fined, imprisoned or placed on probation for violation of any law, police regulation or ordinance (excluding minor traffic violations)? (A conviction record will not necessarily bar you from employment.)

Yes _____ **No** _____

Within the last ten years have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position – teaching or other?

Yes _____ **No** _____

Have you ever had a teaching certificate revoked, suspended or denied, or have you ever voluntarily relinquished a teaching certificate to avoid revocation procedures?

Yes _____ **No** _____ If so, name of state _____

Some applicants who have a mental, physical, or sensory disability require an accommodation or assistance to enable them to perform the function of the job sought. Are you able to perform the functions of the job (with or without accommodation)?

Yes _____ **No** _____

If an accommodation is needed, please describe what accommodation is needed.

A complete application packet includes the following:

- **Completed district application**
 - **Letter of interest describing your education, experience, and training**
 - **Current resume**
 - **Placement file and/or five current letters of recommendation**
 - **Written response to the listed responsibilities and how your philosophies and experience align with the Lake Chelan School District Mission Statement**
 - **Official transcripts**
 - **Copy of appropriate Washington State certificate**
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I certify that all answers given are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my person, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release the Lake Chelan School District from all liability in making or responding to lawful inquiries in connection with my application or employment.

I understand that application materials are not public records and may be kept confidential (RCW 42.17.310(1)), but that if I become a finalist in the selection process, am actually hired, and/or any of my application materials become part of my personnel file, they may become subject to public review. I also understand that fingerprinting and sexual misconduct clearances are requirements of employment with school districts in the state of Washington (RCW 43.43.834).

Signature _____ Date _____

MAILING INSTRUCTIONS:

**Robert W. Manahan, Ed. D., Superintendent
Lake Chelan School District
P.O. Box 369
303 E. Johnson Ave.
Chelan, WA 98816**

LAKE CHELAN SCHOOL DISTRICT #129 IS AN EQUAL OPPORTUNITY EMPLOYER

The Lake Chelan School District complies with all federal and state rules and regulations and does not discriminate on the bases of race, color, national origin (including language), 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. This holds true for all district employment opportunities. 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/ADA Coordinator

**For information or questions please contact Georgia Mashayekh at the Lake Chelan School District office:
Phone number 509-682-3515 or Email: mashayekh@chelanschools.org**

www.chelanschools.org

Voluntary Equal Opportunity Employment Information

Lake Chelan School District #129 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age (over 40), veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all district employment opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school's Title IX Officer and/or Section 504 Coordinator.

Age Group _____ (over 40)

Date: _____

Sex: Male _____ Female _____

Race / Ethnic Designation

Please indicate your ethnic background:

	American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
	African American/Black (not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.
	Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American Spanish, or other culture or origin, regardless of race.
	Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. The areas include for example, China, Japan, Korea, India, the Philippine Islands and Samoa.
	Caucasian - (White - not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Disabilities

Do you consider yourself to have a disability? (Definition of Disabled includes persons with physical, sensory, or mental impairments that would impede obtaining and maintaining permanent employment and promotional opportunities.)		
YES	NO	If yes, please explain:

Veteran

YES	NO	Are you a Vietnam Era Veteran (served actively in the armed forces between 8/5/1964 and 5/7/1975).
YES	NO	Do you consider yourself to be a Disabled Veteran? Definition of a disabled veteran: "Person who is materially disabled (disabled as defined above) and who is a veteran of the armed services."

How were you referred to the Lake Chelan School District?

Newspaper _____ Friend _____ Web Site _____ Self _____ Employee _____ Public Agency _____ Other _____

This supplemental information is confidential and is for record keeping only. Your responses will be kept separate from other documents relating to your application.

The Lake Chelan School District is an Equal Opportunity Employer. Bilingual/Bi-literate individuals are encouraged to apply.