



Classified Application

To: **Classified Applicant**
From: Human Resources Office
Subject: Application Procedures

Thank you for your interest in the Lake Chelan School District. We have some of the most outstanding educators in the State, and are proud to provide an excellent educational opportunity to our students.

For your application to be considered for a classified position in the Lake Chelan School District, you must complete the items below. Remember, if hired this application will become part of your permanent employment record.

- ✓ Complete the entire Classified Application;
- ✓ Attach a letter of interest and resume (preferred) that speaks specifically to the position you are seeking;
- ✓ If you have previous work experience with a school district in the State of Washington, please complete the attached WA State Sexual Misconduct Disclosure Release form and submit directly to those districts for completion. This form may be copied (see page 11 for instructions). This form must be completed for ***each*** school district you have worked for.

General Information

- When job openings occur, completed applications will be reviewed by the administration and interviews scheduled at the invitation of the Lake Chelan School District.
- When applicable, tests may be administered before or after a personal interview.
- Present or past employers may be contacted as part of our selection process.
- If applying for a Para-Educator position, the following minimum qualifications must be met:
 1. Have a high school diploma
 - a) Have an AA Degree from an accredited academic college or university, or
 - b) A minimum of 72 college quarter credits or 48 semester credits, or
 - c) Have passed a district-recognized assessment of basic skills and instructional proficiency (currently the ETS test).

Your completed application packet will remain on file for one (1) year. For each position you choose to apply for after you have an application on file, please submit an updated letter of interest specific to that position.

If you have any questions regarding the application process outlined above, please don't hesitate to call the Human Resources Office, 509-682-3515.

***The Lake Chelan School District is an Equal Opportunity Employer.
Bilingual/biliterate individuals are encouraged to apply.***



Classified Application

DATE: _____

NAME: _____
(Last) (First) (Middle)

MAILING ADDRESS: _____
(Street/PO Box) (City) (Zip Code)

PHYSICAL ADDRESS: _____
(Street) (City) (Zip Code)

HOME PHONE: _____ **CELL PHONE:** _____

DOB: _____ **SOCIAL SECURITY#:** _____
(optional) (optional)

Position Desired

<input type="checkbox"/>	Para Educator	<input type="checkbox"/>	Substitute Para Educator
<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Substitute Secretary
<input type="checkbox"/>	Bus Driver	<input type="checkbox"/>	Substitute Bus Driver
<input type="checkbox"/>	Custodian	<input type="checkbox"/>	Substitute Custodian
<input type="checkbox"/>	Food Service	<input type="checkbox"/>	Substitute Food Service
<input type="checkbox"/>	Nurse	<input type="checkbox"/>	Substitute Nurse
<input type="checkbox"/>	Other	<input type="checkbox"/>	

Education

List high school, colleges and/or universities attended, most recent first.

Name of Institution	Address, City and State	Dates Attended Mo/Yr. to Mo/Yr.	Degree Earned Year

Additional Training

Please summarize any additional training you may have which is applicable to this position, including seminars, workshops, classes, etc.

Name	Location	Date	Length of Course

Employment History

<p>Answer all questions for each employer listed. Beginning with your current or most recent job, list all paid or unpaid work experience during the last ten years (or longer if pertinent to the position(s) applied for) including military experience. Explain any gaps in your work experience. If more space is needed additional sheets may be attached. If you worked under a different name, please indicate that name.</p>			
Employer			Phone
Street Address	City	State	Zip
Job Title	Supervisor	Dates of Employment From: / To /	
Total Months Worked	Hours Worked Each Week	No. Employees Supervised	
Worked Performed:			
Reason for Leaving:			
May we contact your this employer for a reference? If no, please explain.			
Employer			Phone
Street Address	City	State	Zip
Job Title	Supervisor	Dates of Employment From: / To /	
Total Months Worked	Hours Worked Each Week	No. Employees Supervised	
Worked Performed:			
Reason for Leaving:			
May we contact your this employer for a reference? If no, please explain.			
Employer			Phone
Street Address	City	State	Zip
Job Title	Supervisor	Dates of Employment From: / To /	
Total Months Worked	Hours Worked Each Week	No. Employees Supervised	
Worked Performed:			
Reason for Leaving:			
May we contact your this employer for a reference? If no, please explain.			
Employer			Phone
Street Address	City	State	Zip
Job Title	Supervisor	Dates of Employment From: / To /	
Total Months Worked	Hours Worked Each Week	No. Employees Supervised	
Worked Performed:			
Reason for Leaving:			
May we contact your this employer for a reference? If no, please explain.			

Classified Application

Job Skills

	Years of Training	Years of Experience		Years of Training	Years of Experience
Secretary/Office Work			Custodial, Maintenance and/or Grounds		
Typing			Plumbing/Heating		
Word/Data Processing			Painting		
Microsoft Office Suite Software			Carpentry		
Bookkeeping (10-Key, Data Entry)			General Custodial		
FAX, Copy & Office Equipment			Electrician		
			Floor Covering		
Transportation			Roofing		
Bus Driving and/or Commercial Driving			Machine Shop/Welding		
Truck (1/4-2 1/2 Ton)			Small Engine		
Mechanic			Grounds/Landscape		
Gas/Diesel Engines			Waxing/Stripping		
Food Service			Floor/Carpet Cleaning		
Institutional size kitchen equipment			Para Educator		
Convection ovens			Work experience with children		
Electric meat slicer			Playground exp.		
Basic nutrition knowledge			Lunchroom monitor		
Large group food exp.			Medical emergencies		
Working with students			Nurse		
Dishwashing/cleaning			Type of License		
Describe Bilingual Skills:					

References (Professional)

Give references, including supervisors, who have first-hand knowledge of your abilities.			
Name	Address	Phone	Position

*The Lake Chelan School District is an Equal Opportunity Employer.
Bilingual/biliterate individuals are encouraged to apply.*

Applicant Disclosure

In accordance with RCW 43.43.830, applicants and prospective volunteers are required to disclosure form. In addition, pursuant to RCW 28A.400, applicants who have been offered temporary employment in positions which will allow unsupervised access to children, are a state and national fingerprint background check. Offers of employment will be made on a and subject to an acceptable outcome of the criminal record check. If a record check has been within two years prior to offer of employment and certified documentation thereof can be District will waive the requirement. After a conditional offer of employment has been made, the background check is conducted. Volunteers with assignments as outlined in said law will be complete a request to the Washington State Patrol for disclosure of any applicable charges or Volunteers will be retained on the same conditional basis.

The term "convicted" means all adverse dispositions, including, but not limited to, a finding of guilty, a plea guilty or nolo contendere, a stipulation to the facts, or a deferred or suspended sentence.

YES	NO	
		1. Are you presently charged with, but not convicted of, a crime? A pending criminal charge will not necessarily bar you from employment. If yes, attach an explanation of the nature of the charge, place, date, and court.
		2. Have you ever been convicted of a crime? A conviction record will not necessarily bar you from employment. If yes, attach an explanation of the nature the crime, place, date, court, and final disposition. You need not list traffic violations for which a final forfeiture of less than \$150 was imposed.

Answer YES or NO to each item listed. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date and court(s) involved. If you do not understand the following questions or if you are uncertain as to your answer to those questions please so indicate on the form. Do not complete this form until such time you are certain as to your response.

YES	NO	
		<p>1. Have you been convicted of any crimes against persons as defined in RCW 43.43.830 and listed as follows:</p> <ul style="list-style-type: none"> • Aggravated murder; • First, second or third degree murder, assault, rape, statutory rape, child molestation; • First or second degree kidnapping, robbery, manslaughter, extortion, criminal mistreatment; custodial interference; sexual misconduct with a minor; • First degree arson, burglary, promoting prostitution; • Indecent liberties; incest; vehicular homicide; communication with a unlawful imprisonment; simple assault; sexual exploitation of minors; abuse or neglect as defined in RCW 26.44.020; malicious harassment; 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; <p>EXPLANATION:</p>
		<p>2. Have you ever been found in any dependency action under RCW 13.34.030 (2) to have sexually assaulted or exploited any minor or to have physically abused minor?</p> <p>EXPLANATION:</p>
		26 RCW to have sexually abused or exploited any minor or to have physically

Classified Application

		<p>3. Have you ever been found by a court in a domestic relation proceeding under RCW 26 to have sexually abused or exploited any minor or to have physically abused any minor?</p> <p>EXPLANATION:</p>
		<p>4. Have you ever been found guilty in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused or exploited any minor?</p> <p>EXPLANATION:</p>
		<p>5. Are you now the subject of a complaint made to the Office of the Superintendent Public Instruction (OSPI) which asks OSPI to investigate whether or not you have committed an act of unprofessional conduct, as defined in WAC 180-87, or you are of good moral and personal fitness as defined in WAC 180-75-081?</p> <p>EXPLANATION:</p>

Professional Fitness

If you answer "yes" to questions 1 through 4, give a complete explanation on a separate sheet of paper, including duties, circumstances, and any supporting documentation.		
YES	NO	
		1. Have you ever been dismissed, discharged (excluding layoff), or fired from any employment?
		2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation?
		3. Have you ever been disciplined by a past or present employer for misconduct?
		4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part?

Fitness

YES	NO	
		1. Are you able to perform the essential functions of the position(s) for which you are applying with or without reasonable accommodation?

Investigation Consent, Release of Liability and Agreement Form

1. Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct.
2. I authorize the Lake Chelan 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 Lake Chelan School District with information they have regarding me. I hereby release and discharge Lake Chelan School District and those prior employers or other references that provide information from any and all liability as a result of furnishing and receiving this information.
3. I understand that any offer of employment is contingent upon an acceptable outcome of the criminal records check and controlled substances and alcohol screening.
4. Should I become employed by the Lake Chelan School District and at some future time leave said employment, my signature below authorizes the Lake Chelan School District to release information regarding my performance to any potential future employer.

Print Name: _____ Signature: _____ Date: _____

**The Lake Chelan School District is an Equal Opportunity Employer.
Bilingual/biliterate individuals are encouraged to apply.**

Classified Application

Signature Release

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. I authorize the Lake Chelan School District to inquire of former employers, supervisors, peers, and references to obtain any and all information regarding my job and related background. I release and discharge the Lake Chelan School District and its agents and all individuals inquired of as a result of this application from any and all liability in obtaining or disclosing such information, I agree that if I have provided false, misleading or incomplete information, the Lake Chelan School District may, at its sole discretion, without notice or due process procedures, terminate my employment. If such action is taken by the Lake Chelan School District, it is agreed that any employment contract deemed to exist shall be void from its inception.

Signature: _____ Date: _____

NOTE: ALL EMPLOYMENT WITH THE LAKE CHELAN SCHOOL DISTRICT IS SUBJECT TO A PROBATION PERIOD.

*The Lake Chelan School District is an Equal Opportunity Employer.
Bilingual/biliterate individuals are encouraged to apply.*

Classified Application

Supplemental Application Questions

The following questions are designed to help us begin to know you as a person. Your concise and candid responses are very important to us.

- 1. What do you believe you have to offer an organization to which you are employed, and why are you applying for this position?**
- 2. How will you influence the students and staff you work with on a daily basis?**
- 3. How important do you feel this position is to the success of students and the district?**
- 4. Do you like to continually learn a lot of new things on a job or would you rather do one or two things really well? What gives you the most satisfaction on the job?**
- 5. What do you picture yourself doing five years from now?**
- 6. How do you feel about employers who have extremely high and almost unrealistic expectations of you? Why?**

Lake Chelan School District #129 complies with all federal rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical 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 procedures may be directed to the school's Title IX Officer and/or Section 504 Coordinator.

Sexual Misconduct Disclosure Release Form
Engrossed Second Substitute Senate Bill 5533
Effective June 10, 2004

INSTRUCTIONS

The Legislature has determined that additional safeguards are necessary in the hiring of school district/educational service district employees to ensure the safety of Washington's school children. To provide this additional safeguard, the attached form is required for all applicants.

Steps for using the Sexual Misconduct Disclosure Release Form

- Complete one form (attached) for **each** school district/ESD where you have worked (you may need to make several copies).
- Fill out the name and address of school district/ESD in the top section.
- Fill out your name and information in the middle section.
- Sign and date below the authorization section.
- Please send the form to each district/ESD that you have listed on each form.
- Prior employers will then return the completed form to the Lake Chelan School District.
- The original form(s) will be kept in your applicant file until you are being considered for hire.
- Hiring is contingent upon information provided on the returned form(s).

***The Lake Chelan School District is an Equal Opportunity Employer.
Bilingual/biliterate individuals are encouraged to apply.***



WASHINGTON STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE

TO:	SCHOOL DISTRICT EMPLOYER	<input type="checkbox"/> No prior school district employment
	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 181-87 and WAC 181-88. Your assistance is appreciated.

APPLICANTS NAME (FIRST, MIDDLE, LAST)	
FULL NAME WHEN LAST EMPLOYED WITH ORGANIZATION	
SOCIAL SECURITY NUMBER	CERTIFICATE NO.
APPROXIMATE DATES OF EMPLOYMENT	
POSITION(S)	

I authorize you to release to the school/district listed above, all information related to any acts of sexual misconduct that the school district has made a determination that there is sufficient information to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the school district. 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:** _____

This section to be completed by former school district employer(s) only.

- No sexual misconduct materials were found.
- Yes, sexual misconduct materials are available.
Please contact for more information.
- No record of employment

Was a complaint of sexual misconduct filed with OSPI? Yes No

Former Employer Representative _____ **Title** _____ **Date** _____

Employing School Receipt Date _____ Received By _____

Return all completed information to:

Lake Chelan School District P.O. Box 369 Chelan, WA 98816	Phone: 509-682-3515 Fax: 509-682-5842
--	--