

# WISHKAH VALLEY SCHOOL DISTRICT

4640 Wishkah Road, Aberdeen, Washington 98520 • 360-532-3128 • Fax 360-533-4638

*The Wishkah Valley School District is a partnership of students, staff, parents and community whose mission is to provide all students with an outstanding education emphasizing high academic standards and the skills needed to become lifelong learners and productive citizens in a complex and changing society.*

## Employment Application

### PERSONAL INFORMATION:

Last Name, First, Middle		Date of Application:	
Mailing Address		Social Security No:	
City, State, Zip		Have you ever been a member of the Washington State Retirement System?	
Contact No:		<input type="checkbox"/> Yes <input type="checkbox"/> No What plan?	
<input type="checkbox"/> Home/Message		<input type="checkbox"/> SERS 2/3 <input type="checkbox"/> TRS2	
<input type="checkbox"/> Cell		<input type="checkbox"/> PERS 1 <input type="checkbox"/> TRS3	
<input type="checkbox"/> Work		<input type="checkbox"/> TERS 1	
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			

E-Mail Address:

Birthdate:

### APPLYING FOR:

<input type="checkbox"/> Food Service	<input type="checkbox"/> Grounds/Maintenance	<b>Work Preference:</b>	
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Para Educator*	<input type="checkbox"/> 12 Month	<input type="checkbox"/> Substitute
<input type="checkbox"/> Custodian	<input type="checkbox"/> Secretarial/Clerical	<input type="checkbox"/> 9 Month	
<b>*Para Educators must have an AA degree or 72 qtr credits at 100 level or higher (transcripts are required) or pass one of the three approved para assessment tests (official results required). Do you have the required credentials?</b>			
			<b>YES NO</b>

### Extra-Curricular:

☐ Coach

Specify Sport/Activity: \_\_\_\_\_

### Instructions:

A completed application is required of all candidates for employment. If employed, the application form will become a part of the permanent employment record.

Applications are kept on file for one calendar year. Renewal of applications will be made upon the request of the applicant. Applications will be destroyed after one year unless renewed. A completed application must be received by the District no later than the closing date on job posting announcements.

An application is not considered complete unless the following are included: cover letter; a minimum of 3 Professional Reference forms; Applicant Disclosure Statement; and, a Washington State Sexual Misconduct Disclosure Release (only required if you have been employed previously by a school district). Incomplete applications will be not considered.

Contact the Human Resources Department at (360) 532-3128, ext. 1280, if you have any questions regarding your application.

Federal and/or state criminal history fingerprinting background checks will be required of candidates who will or may have unsupervised access to children. Any offer of employment is conditional and subject to an acceptable outcome of a criminal history background check.

Any offer of employment for a position which requires a commercial driver's license, including but not limited to school bus driver, is conditional and subject to an acceptable outcome of a drug test.

I have read and understand the above statements.

Signature

Date

Equal Opportunity Employer

**EMPLOYMENT HISTORY** (List most recent first):

Job Title:	Date Employed – Month and Year From: To:
Employer: Type of Business:	Hourly or Annual Pay Start: Ending:
Address:	Supervisor's Phone Number ( )
Name and Title of Immediate Supervisor:	May we contact your supervisor for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties: ..... ..... .....	
Reason for Leaving:	

Job Title:	Date Employed – Month and Year From: To:
Employer: Type of Business:	Hourly or Annual Pay Start: Ending:
Address:	Supervisor's Phone Number ( )
Name and Title of Immediate Supervisor:	May we contact your supervisor for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:   	
Reason for Leaving:	

Job Title:	Date Employed – Month and Year From: To:
Employer: Type of Business:	Hourly or Annual Pay Start: Ending:
Address:	Supervisor's Phone Number ( )
Name and Title of Immediate Supervisor:	May we contact your supervisor for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties: ..... ..... .....	
Reason for Leaving:	

Job Title:	Date Employed – Month and Year From: To:
Employer: Type of Business:	Hourly or Annual Pay Start: Ending:
Address:	Supervisor's Phone Number ( )
Name and Title of Immediate Supervisor:	May we contact your supervisor for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties: ..... ..... .....	
Reason for Leaving:	

**SKILLS AND ABILITIES:**YEARS OF EXPERIENCE  
(check appropriate box)

	1-3	4-6	7-10	10+
<b>FOOD SERVICE</b>				
COOK				
ASSISTANT COOK				
<b>CLERICAL/SECRETARIAL</b>				
ACCOUNTING				
BUSINESS ENGLISH/LETTER COMPOSITION				
CALCULATOR-10 KEY				
FILING/ORGANIZATION				
COMPUTER				
Microsoft Word				
Excel				
Power Point				
Other				
<b>MAINTENANCE/CUSTODIAL/GROUNDS</b>				
CARPENTER				
CEMENT WORK				
CUSTODIAN				
ELECTRICIAN				
FLOOR FINISHER				
GROUNDKEEPER/LANDSCAPING				
HEATING/COOLING				
HEAVY EQUIPMENT OPERATOR				
MECHANIC (BUS/CAR)				
WELDER				
PLUMBER				
ROOFER				
SMALL ENGINE REPAIR				
<b>TECHNOLOGY</b>				
COMPUTER MAINTENANCE				
COMPUTER REPAIR				
NETWORK SPECIALIST				
<b>TRANSPORTATION</b>				
BUS DRIVER				
TRANSPORTATION SUPERVISOR				
Bus Driver Applicant's should attach a 5 year driver's abstract to this sheet				
Driver's License Number _____ Expiration _____				
Endorsements _____				

**EDUCATION AND TRAINING:**

	Name of School	Location	Dates Attended	Diploma/Degree
High School				
College/University				
Technical/Vocational				

Professional License or Certificate:

Describe any special training or skills:

**PERSONAL REFERENCES:**

List three personal references that are not related to you and are not previous employers.

Name:	Phone No:
Position Title:	Company Name:
Name:	Phone No.
Position Title:	Company Name:
Name:	Phone No.
Position Title:	Company Name:

**APPLICANT'S STATEMENT**

If offered a position with the District, the Federal Immigration and Nationality Act requires verification of your identity and authorization to work before employment commences. Pursuant to RCW Chapter 43.43, as amended, you will be required to complete a disclosure form indicating whether you have been convicted of crimes against persons listed in the statute. A criminal conviction history record, based on fingerprints, will also be requested from the Washington State Patrol and Federal Bureau of Investigation. Employment will be conditional upon the district's receipt of a conviction history record that is clear of any convictions, adjudications, protective orders, final decisions or criminal charges listed in RCW Chapter 43.43, as amended.

In connection with my application for employment, I give the Wishkah Valley School District permission to call all past employers and references listed on this application to verify past employment, inquire about my past job performance and to expressly release any relevant information concerning my past employment.

I expressly release and hold harmless any employer and/or reference I have listed on my employment application from any liability whatsoever in releasing relevant information to the Wishkah Valley School District concerning my past employment, including information about my job performance.

I authorize Wishkah Valley 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 Wishkah Valley School District with information. I release the school district and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that if I am employed, I will provide verification of my certification, education and experience. I also agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information that become a part of this application will be regarded as confidential and shall not be revealed to me.

Signature of Applicant

Date

(For Office Use Only)

Remarks:

The Wishkah Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts of America and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28.A640, Section 504, and Compliance Coordinator for State Law, Superintendent, Wally Lis, Wishkah Valley School District at 4640 Wishkah Road, Aberdeen, WA 98520, 360-532-3128 ext 1110, wlis@wishkah.org

Equal Opportunity Employer

# APPLICANT <sup>(1)</sup> DISCLOSURE STATEMENT

(Reference RCW 28A.400, RCW 3.43)

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire can be grounds for denial of employment or continued employment with the district(s) to which you have applied.

**ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS FORM. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET OF PAPER.**

## **EMPLOYMENT HISTORY DISCLOSURE**

1. Are you presently under contract? ☐ No ☐ Yes

If yes, with whom? \_\_\_\_\_

What is your present position (Title)? \_\_\_\_\_

2. Are you a former employee of our district? ☐ No ☐ Yes

If yes, list dates and positions: \_\_\_\_\_

3. Have you ever been on a plan of improvement or placed on probation? ☐ No ☐ Yes

4. Have you ever been placed on administrative leave pending investigation of allegations of misconduct? ☐ No ☐ Yes

5. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body? ☐ No ☐ Yes

6. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions)? ☐ No ☐ Yes

7. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)? ☐ No ☐ Yes

8. Have you ever been disciplined for misconduct by a past or present employer? ☐ No ☐ Yes

9. If you answered 'YES' to questions 3, 4, 5, 6, 7 or 8, provide an explanation of the circumstances including the underlying facts, place, date, and outcome. Attach an additional page if needed.

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<sup>(1)</sup> All prospective employees who will or may have unsupervised access to children under 16 years of age, developmentally disabled persons, and/or vulnerable adults are "applicants".

**CRIMINAL HISTORY DISCLOSURE**

1. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations.) ☐ No ☐ Yes

**If yes, attach an explanation of the nature of the charge, place, date, and court. A pending criminal charge will not necessarily bar you from District employment.**

2. Have you ever been convicted of a crime? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations.) ☐ No ☐ Yes

**If yes, attach an explanation of the nature of the crime, place, date and court. A conviction record will not necessarily bar you from District employment.**

- 3(a) **CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (See above for definition of "convicted").**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Custodial Assault                                  | <input type="checkbox"/> First, Second, or Third Degree Child Molestation       | <input type="checkbox"/> First or Second Degree Manslaughter                |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child  | <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> First, Second or Third Degree Rape                 |
| <input type="checkbox"/> First, Second, or Third Degree Assault             | <input type="checkbox"/> Patronizing a Juvenile Prostitute                      | <input type="checkbox"/> First or Second Degree Robbery                     |
| <input type="checkbox"/> Simple Assault                                     | <input type="checkbox"/> Selling or Distributing Erotic Materials to Minor(s)   | <input type="checkbox"/> Indecent Liberties                                 |
| <input type="checkbox"/> First or Second Degree Custodial Interference      | <input type="checkbox"/> Sexual Exploitation of Minor(s)                        | <input type="checkbox"/> Felony Indecent Exposure                           |
| <input type="checkbox"/> Incest   | <input type="checkbox"/> Communication with a Minor for Immoral Purposes        | <input type="checkbox"/> Vehicular Homicide                                 |
| <input type="checkbox"/> First, Second or Third Degree Rape of a Child      | <input type="checkbox"/> First Degree Arson                                     | <input type="checkbox"/> Unlawful Imprisonment                              |
| <input type="checkbox"/> Child Abuse or Neglect as defined in RCW 26.44.020 | <input type="checkbox"/> First Degree Burglary                                  | <input type="checkbox"/> Malicious Harassment                               |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order         | <input type="checkbox"/> Aggravated Murder                                      | <input type="checkbox"/> Criminal Abandonment                               |
| <input type="checkbox"/> Child Buying or Selling                            | <input type="checkbox"/> First or Second Degree Murder                          | <input type="checkbox"/> First or Second Degree Criminal Mistreatment       |
| <input type="checkbox"/> First or Second Degree Kidnapping                  | <input type="checkbox"/> First or Second Degree Extortion                       | <input type="checkbox"/> Promoting Pornography                              |
|   |   | <input type="checkbox"/> First Degree Promoting Prostitution                |
|   |   | <input type="checkbox"/> Prostitution                                       |
|   |   | <input type="checkbox"/> First or Second Degree Custodial Sexual Misconduct |

- 3(b) ☐ **CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.**

4. Have you ever been (a) found by a court in a protection proceeding under Chapter 74.34 to have abused or financially exploited a vulnerable adult or (b) convicted of any of the following crimes where the victim was a vulnerable adult: (Vulnerable adult means adults of any age who lack the functional, mental, or physical ability to care for themselves.)

- |   |   |
|---|---|
| • First, second or third degree extortion | • Forgery   |
| • First, second or third degree theft     | • Any of the foregoing crimes as they may have Been renamed |
| • First or second degree robbery          |   |

**Answer:** ☐ No ☐ Yes

**If yes, explain below:**

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5. Have you ever been convicted of any crime involving the manufacture, delivery or possession with intent to manufacture or deliver a controlled substance?

Answer: ☐ No ☐ Yes

If yes, explain below:

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6. 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: ☐ No ☐ Yes

If yes, explain below:

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7. 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:

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8. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practice nursing, registered nursing, and psychology.

Answer: ☐ No ☐ Yes

If yes, explain below:

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9. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 8 above?

Answer: ☐ No ☐ Yes

An inquiry may be made to the Washington State Patrol, a Federal, or other Law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such inquiry will be made available to you upon request.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

(Provide original signatures on each copy submitted to selected districts as checked on the front of the application).

Applicant – Print Name: \_\_\_\_\_

Applicant – Signature: \_\_\_\_\_

Date and Place: \_\_\_\_\_

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**THE FOLLOWING SECTION IS TO BE COMPLETED AFTER CONDITIONAL EMPLOYMENT IS OFFERED:**

I certify under penalty of perjury under the law of the State of Washington that as of this date (\_\_\_\_/\_\_\_\_/\_\_\_\_), a date on or after which I have been offered conditional employment with the hiring district, the foregoing remains true and correct. I further certify that I have been released from all contractual obligations with other Washington State school districts. I understand that any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of my application of this questionnaire can be grounds for denial of employment or continued employment with the hiring district.

Your signature must be witnessed by an employee of the hiring district.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Witness, Print Name/Title: \_\_\_\_\_

Witness, Sign Name: \_\_\_\_\_

Date and Place: \_\_\_\_\_

The Wishkah Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts of America and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28.A640, Section 504, and Compliance Coordinator for State Law, Superintendent, Wally Lis, Wishkah Valley School District at 4640 Wishkah Road, Aberdeen, WA 98520, 360-532-3128 ext 1110, wlis@wishkah.org





## WASHINGTON STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE

(District Submits This Form to Previous School District Employer(s))

<b>To:</b>	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.

APPLICANT'S 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 below, 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 Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Employing School Receipt Date \_\_\_\_\_

Received By \_\_\_\_\_

### Return all completed information to:

SCHOOL DISTRICT Wishkah Valley School District	
ADDRESS 4640 Wishkah Road	PHONE 360-532-3128
STATE Aberdeen, WA	ZIP 98520
	FAX 360-533-4638

Equal Opportunity Employer