

Royal School District No. 160

901 Ahlers Road, P O Box 486, Royal City Washington 99357
Telephone 509-346-2222; FAX 509-346-8746

Certificated Employment Application

Completing this application is your first step toward joining a community of dedicated educators.

General Information

1. This application will be active until October 15 following date of receipt. If not selected by October 15, the candidate may request application renewal for employment consideration.
 2. A personal interview is generally required before an applicant can be recommended for selection. The District will request an interview with those candidates being considered for positions.
 3. If hired for a position, the candidate will be required to submit an official, unopened transcript or transcripts of college work (candidate's own expense).
 4. Salaries of certificated employees are determined by approved experience and training.
 5. A contract is not effective unless the holder obtains a valid Washington State Teaching Certificate by the time service is scheduled to begin.
 6. Refer to back page for *Application Process*.
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Personal Information

Name

Street Address, City, State, Zip Code

Mailing Address (if different than street address)

Telephone

/

Message Phone or Cell Phone

Pre-Employment Background Questionnaire

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 Royal School District.

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.

SECTION I – PRESENT POSITION (please print or type)

Respond to each item. If you are unemployed, list such as title. If you are not currently employed in a public school position, list your current position, and provide as complete data as possible.

Title _____ Since _____

Employment Institution _____ Telephone _____

Address _____

SECTION II – PROFESSIONAL FITNESS

If you answer “yes” to questions 1 through 5, give a complete explanation, including duties, dates, circumstances, and any supporting documentation on a separate sheet of paper.

- Yes No 1. Have you ever been dismissed, discharged or fired from any employment?
- Yes No 2. Have you ever been non-renewed from any employment?
- Yes No 3. Have you ever resigned from or otherwise left any employment while allegations of misconduct, on your part, were pending or under investigation?
- Yes No 4. Have you ever been disciplined by a past or present employer because of allegations of misconduct?
- Yes No 5. Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct on your part?

SECTION III – CRIMINAL HISTORY

- Yes No 1. Have you ever been convicted of any crime? (Note: For the purpose of this question “convicted” includes (a) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (b) all proceedings in which a sentence has been suspended or deferred.) You need not list traffic violations for which a fine or forfeiture of less than \$150.00 was imposed.
- Yes No 2. a. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Washington?
- Yes No 2. b. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in any other state, province, territory, and/or country?

If you answered “yes” to questions 1 or 2 of Section III, please provide the following:

- a) A detailed statement including what occurred, the nature of the offense, charge or warrant;
 - b) The name and address of the arresting agency;
 - c) The date of the arrest;
 - d) The final disposition, if any;
 - e) If a court was involved, the name and address of the court;
 - f) The complete arrest report and sentence and judgment; and
 - g) A complete driving abstract for 5 years if the arrest was driving related.
- Yes No 3. To your knowledge, are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is “yes,” identify agency and location (street address, city, state).

A “yes” answer to questions 1 through 3 above will not necessarily bar you from employment.

DECLARATION

I, _____ certify (or declare) under the penalty of perjury under the laws of the state of Washington that the foregoing and all information included in the application is true and correct.

If the information provided or answer(s) to any question on the application or the Pre-Employment Background Questionnaire changes prior to my being hired, I understand that I must immediately notify Royal School District.

I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of employment or continued employment.

I hereby authorize Royal School District to conduct reference checks to obtain information relating to my application for employment. I am advised that the reference checks may include information on my past employment record, my general reputation, and personal characteristics as they relate to my ability to perform the job for which I am applying.

Should I become employed by Royal School District and at some future time leave said employment, my signature below authorizes Royal School District to release information regarding my performance to any potential future employer. I am also advised that if I am hired, I will be fingerprinted, and my fingerprints will be researched by the WSP (Washington State Patrol) and the FBI (Federal Bureau of Investigation). I understand that any offer of employment is contingent upon an acceptable outcome as determined by Royal School District of the criminal records check and all other background checks.

Signature

Date

Application Process

To receive consideration, the interested applicant's file must contain the following documents:

1. Completed district application form.
2. Formal letter of application indicating how your experience and background meet the criteria.
3. Current and complete résumé. Résumé must include from/to dates for education and experience. Résumé must also provide complete address and telephone information for experience and references.
4. Current placement file from applicant's college or university, **OR** 3 letters of reference.
5. Transcript: **photocopy(ies)** accepted for application; official transcript(s) required if applicant is hired. **Plus photocopy of teaching certificate.**

Equal Opportunity Employment

AN EQUAL OPPORTUNITY EMPLOYER: Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital, sexual orientation, including gender identity, or veteran status, or the presence of a non-job related medical condition or handicap. For further information, contact the district's Title IX/Section 504 Officer, Carolyn Bunch, 901 Ahlers Road, Royal City, WA 99357, (509)346-2222, Ext. 503 **CIVIL RIGHTS DISCLAIMER:** Program benefits and services are available to all children without regard to race, color, sex, handicap, age, or national origin.

