

# APPLICATION FOR CLASSIFIED EMPLOYMENT

Royal School District, 901 Ahlers Road, Royal City, WA 99357  
(509) 346-2222

POSITION(S) APPLIED FOR: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

Last

First

Middle

ADDRESS: \_\_\_\_\_

PO Box

Street

City

State

Zip

TELEPHONE: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Please list special skills, training, or experience gained through past employment, training, hobbies, volunteer work or extra-curricular activities that are relevant to the position for which you are applying.

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Indicate what foreign languages you speak, read and/or write. \_\_\_\_\_

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Are you available to do substitute work?

Yes

No

Not Interested

EDUCATIONAL TRAINING-High School and advanced schooling

NAME AND LOCATION OF SCHOOL	NO. OF YEARS COMPLETED	DATE OF GRADUATION	DEGREE

PERSONAL REFERENCES-Not former employees or relatives

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

EMPLOYMENT EXPERIENCE-List most recent or current position first.

Company Name	Telephone
Address	Years Employed From                      To
Name of Supervisor	Reason for Leaving
Job Title-describe your work	

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Address	Years Employed From                      To
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Royal School District No. 160, 901 Ahlers Road, Royal City, WA 99357-Telephone: 509-346-2222

**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.

### 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-PROFESSIONAL FITNESS

If you answer "yes" to questions 1 through 4, give a complete explanation on a separate sheet of paper, including dates, duties, circumstances, and any supporting documentation.

- Yes  No 1. Have you ever been dismissed, discharged or fired from any employment?  
 Yes  No 2. Have you ever resigned from or otherwise left any employment while allegations of misconduct, on your part, were pending or under investigation?  
 Yes  No 3. Have you ever been disciplined by a past or present employer because of allegations of misconduct?  
 Yes  No 4. 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 II-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 (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 II, 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" to questions 1 through 3 above will not necessarily bar your from employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## AFFIRMATIVE ACTION INFORMATION

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential and will be available only to authorized personnel. Please review the Affirmative Action Definitions at the bottom of the page.

Name Last, First, Middle Initial	Recruitment Announcement	Date of Birth	Social Security Number (optional)
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1. What race(s) or culture(s) do you consider yourself?

- Black/African American (870)
- Caucasian/White (800)
- Asian or Pacific Islander (API)
- Chinese (605)       Vietnamese (619)
- Filipino (608)       Asian Indian (600)
- Hawaiian (653)       Japanese (611)
- Korean (612)       Camodian (604)
- Samoan (655)       Laotian (613)
- Guamanian (660)       Other API, specify:

- American Indian (597) (Please identify name or principal tribe)
- Eskimo (935) \_\_\_\_\_
- Aleut (941)

- Hispanic
- Mexican, Mexican American (722)       Cuban (709)
- Puerto Rican (727)       Chicano (705)
- Other Spanish, specify \_\_\_\_\_
- Other Race, specify \_\_\_\_\_

If you are more than one race, please also check "Multi-Racial" below and indicate your preferences for Affirmative Action purpose  
 Multi Racial, preference: \_\_\_\_\_

2. Are you  Male  Female

3. Have you ever been on active duty in the U.S. Armed Forces?  
 No  \*Yes Dates: \_\_\_\_\_  
 Vietnam Era Veteran  
 Disabled Veteran (Percent of disability %)

\* If you checked yes, please complete the Veterans Information on the next page and attach a copy of your DD214.

Please see the definition of "disabilities" below.

I certify that this information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Affirmative Action Definition

*American Indian of Alaskan Native:* A person with Origins of any of the original peoples of North America Maintains cultural identification through documented Tribal affiliation or community recognition.

*Asian or Pacific Islander:* A person with origins in any of The original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

*Black/African-American:* A person with origins in any Black racial groups of Africa.

*Hispanic:* A person of Mexican, Puerto Rican, or Cuban, Central or South American, or other Spanish culture Or origin regardless or race. For example, persons from Brazil, Guyana, or Surinam would be classified according To their race and would not necessarily be included in the Hispanic category. This category does not include persons From Portugal, who should be classified according to race.

*White/Caucasian:* A person with origins in any of the Original peoples of Europe, North Africa, or the Middle East.

*Disabilities:* For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic Brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.  
*Disabled Veteran:* A person entitled to disability compensation under laws administered by the U.S. Department of Veterans Affairs for disability rated at 30% or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.  
*Vietnam-era Veteran:* A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or Released from duty with other than a dishonorable discharge.

Royal School District #160  
901 Ahlers Road  
Royal City, WA 99357  
(509) 346-2222

**APPLICANT'S AUTHORIZATION & RELEASE**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature