



Kittitas School District #403

505 North Pierce Street
PO BOX 599
Kittitas School District
Phone: (855) 380-8844
Fax: (509) 955-3120

"Home of the Kittitas Coyotes"

EMPLOYMENT APPLICATION

Substitute

Classified
 Certificated

PLEASE TYPE OR PRINT IN BLACK or BLUE INK ONLY.

Application Date: _____

Full Name: _____
Last First Middle

Other Name(s) Under Which Records May Be Listed: _____

Present Address _____ Telephone () _____
Street City State Zip

Permanent Address _____ Telephone () _____
Street City State Zip

Email Address _____

Do you have relatives employed at Kittitas Public Schools? [] No [] Yes If yes, state name(s) and job title(s)

Check here if you are a former or current Kittitas School District employee [] Date(s) employed from _____ to _____
Work Location _____ Assignment _____ Reason for Leaving _____

GENERAL INFORMATION

- 1. Applicants applying for certificated teaching or administrative positions must submit, along with this application, a formal letter of application, resume, copy of the professional educational certificate(s) and university placement files. Applicant materials are to be submitted directly to Superintendent's Office.
- 2. Substitute applicants are required to annually return district "Notification of Substitute Employment" forms to remain on the district sub-list. The notification form will be mailed by the business office no later than August of each school year for replacement on the upcoming years sub-list. If the form is not returned to the business office, substitute file will be treated as archived file and substitute will be required to reapply for the district sub-list.

EEO POLICY STATEMENT

Kittitas School District 403 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex or disability. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator.

Title IX/RCW 28A.640 compliance officer & Section 504/ADA coordinator: District Superintendent

ACADEMIC INFORMATION

Last High School Attended: _____ Location: _____ Last Date Attended: _____

College - List in Order of Attendance	Location	Dates of Attendance		Credits Earned (Indicate Semester or Quarter Hrs.)	Degree
		From	Until		

Major _____ No. Hours ____ Minor _____ No. Hours ____

Other Major _____ No. Hours ____ Other Minor _____ No. Hours ____

Praxis/ West-E / West-B: Administered By: _____ Date: _____

CERTIFICATION INFORMATION - if applicable

Type of Certificate	Certificate Number	Issue Date	Expiration Date	State

Certificate Endorsement(s): _____

If you do not hold a current Washington State Teaching, Educational Staff Associate or Administrative Certificate, have you applied for one? Yes ____ No ____ If Yes, when? _____

The Kittitas School District values applicants with bilingual skills. Please list languages other than English in which you can converse or can read or write: _____

REFERENCES

(Principals, supervisors, or others with firsthand knowledge of your professional performance.)

Name	Occupation	Address	Daytime Phone

WORK EXPERIENCE**List in chronological order. Do not include student teaching or substitute teaching assignments.**

<u>Company/Employer</u>	Dates of employment From _____ To _____
Address	Company telephone: ()
Supervisor's name and title	Salary start \$ _____ Salary end \$ _____
Supervisor's phone ()	
Your job title or position held	Number of hours worked per week
Describe your duties	Reason for leaving
<u>Company/Employer</u>	Dates of employment From _____ To _____
Address	Company telephone: ()
Supervisor's name and title	Salary start \$ _____ Salary end \$ _____
Supervisor's phone ()	
Your job title or position held	Number of hours worked per week
Describe your duties (For teaching positions included grades and subjects taught.)	Reason for leaving
<u>Company/Employer</u>	Dates of employment From _____ To _____
Address	Company telephone: ()
Supervisor's name and title	Salary start \$ _____ Salary end \$ _____
Supervisor's phone ()	
Your job title or position held	Number of hours worked per week
Describe your duties (For teaching positions included grades and subjects taught.)	Reason for leaving
<u>Company/Employer</u>	Dates of employment From _____ To _____
Address	Company telephone: ()
Supervisor's name and title	Salary start \$ _____ Salary end \$ _____
Supervisor's phone ()	
Your job title or position held	Number of hours worked per week
Describe your duties (For teaching positions included grades and subjects taught.)	Reason for leaving

For Certificated Sub-list applicants only:

Was all teaching experience listed above FULL TIME UNDER CONTRACT? Yes __ No __ (If NO, explain in detail below.)

Total number of years of contracted teaching experience: Public _____ Private _____

Are you a member of the Washington Teachers Retirement System? Yes ___ No ___

If Yes, which Plan? [] Plan 1 [] Plan 2 [] Plan 3

SUBSTITUTE TEACHING EXPERIENCE			
School District/Program Mailing Address	Grades and/or Secondary Subjects Taught	Dates	
		From	Until

ADMINISTRATIVE INTERNSHIP /STUDENT TEACHING INFORMATION			
City _____	School _____	Grade/Subject _____	Dates _____
City _____	School _____	Grade/Subject _____	Dates _____

1. What experience or preparation have you had which qualifies you for teaching in a small, rural school district?

2. With what type of school schedule or programs have you had preparation or experience (i.e., team-teaching, individualized instruction, flexible schedule, etc.)?

3. Describe the kind of school environment and assignment you prefer.

DISCLAIMER REGARDING JOB SECURITY AND COMPENSATION

DISTRICT EMPLOYEES, OTHER THAN PERSONNEL IN THE DISTRICT'S PERSONNEL OFFICE, ARE NOT AUTHORIZED TO MAKE PROMISES OF A PARTICULAR LEVEL OF COMPENSATION OR BENEFITS TO JOB APPLICANTS FOR CERTIFICATED OR CLASSIFIED POSITIONS. ANY VERBAL OR WRITTEN STATEMENTS TO THAT EFFECT BY DISTRICT EMPLOYEES OTHER THAN EMPLOYMENT SERVICES PERSONNEL ARE NULL AND VOID.

AT-WILL EMPLOYMENT

UNLESS STATED OTHERWISE BY STATUTE OR AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, EMPLOYMENT AT THE DISTRICT FOR ALL EMPLOYEES IS AT-WILL. THIS MEANS THAT THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER PARTY, AT ANY TIME, FOR CAUSE OR NOT FOR CAUSE.

ADDENDUM TO EMPLOYMENT APPLICATION

✂ Are you legally eligible for employment in the United States by virtue of citizenship or other basis of eligibility? [] YES [] NO

✂ Have you ever been discharged by an employer? If yes, please explain. [] YES [] NO

✂ Have you ever resigned from employment under threat of discharge or discipline for misconduct or unsatisfactory performance? If so, please explain. [] YES [] NO

✂ Have you ever been arrested and/or charged with a crime at any time? If yes, as to each arrest, supply the following information: [] YES [] NO

Exact charge(s) levied against you- [] YES [] NO

If charged, are the charges still pending? If so, indicate the date charged, court of jurisdiction, case number, and trial date (If scheduled).

If the charges are not still pending, indicate the date charged, the court of jurisdiction, and the case number, and specify how the charges were resolved. (Indicate whether by dismissal, acquittal, conviction, guilty plea, agreement with court or prosecutor, or some other manner of disposition.)

✂ Have you ever been disciplined for any reason, including unprofessional conduct, by any State Board of Education, or any agency working on behalf of a State Board of Education? If yes, explain when and why. []YES []NO

✂ Have you ever been found in any dependency action, domestic relations proceeding, or disciplinary board to have sexually assaulted or exploited any minor or to have physically abused any minor? []YES []NO

✂ Have you ever had any teaching certificate suspended or revoked? If yes, explain when and why? []YES []NO

Pursuant to Chapter 486, Washington State Laws of 1987, and Chapter 159, Washington State Laws of 1992, I understand that the Kittitas School District will contact the Washington State Patrol, OSPI, and/or the Federal Bureau of Investigation regarding any record of convictions of offenses against persons; adjudications of child abuse in a civil action, disciplinary board final decisions and other crimes and offenses enumerated by statute. **For Certificated Substitute applicants-** I understand that my fingerprints will be required for this process, and that I will be financially responsible for this background check. **For Classified Substitute applicants-** I understand that Kittitas School District will reference the Washington State Patrol database utilizing my name, birthdate, and gender. I understand that my employment with the Kittitas School District is subject to and conditioned upon an acceptable outcome of a criminal history records check.

Please complete attached addendum of relevant questions.

NOTE: A criminal record will not necessarily disqualify you from employment.

- ☞ I hereby certify that the information herein is a true and complete statement of my personal and professional record to date.
- ☞ I understand that erroneous, misleading or falsified statements on this application or on the addendum shall be considered sufficient cause for dismissal or withdrawal from consideration.
- ☞ I agree that if I am selected for addition to the district Substitute list, I will provide proof that I am legally eligible for employment in the United States.
- ☞ I agree that I understand substitute employment with Kittitas School District calls for several customary vacation/break periods during the school year. Following each of these periods, as established by the board approved school calendar, I will have continued placement on the district substitute employment list for the remainder of the currently placed school year.
- ☞ I understand that in order to remain on the district substitute list I will need to return my Notification of Continued Employment to the Kittitas School District business office on an annual basis.
- ☞ I also agree that placement on the substitute list is not intended to create a contract of employment or to alter an existing contract of employment, if any.

I hereby acknowledge receipt of this notice.

Signature of Applicant

Date

VOLUNTARY CONFIDENTIAL CENSUS INFORMATION

NAME _____ Signature _____ GENDER ___ DATE _____

THE INFORMATION ON THIS FORM IS FOR STATISTICAL DATA COLLECTION, AUDITING, AND REPORTING PURPOSES ONLY. THIS INFORMATION WILL BE KEPT CONFIDENTIAL AND FILED SEPARATELY FROM YOUR APPLICATION FOR EMPLOYMENT. IF YOU CHOOSE NOT TO FILL OUT THE INFORMATION ON THIS FORM YOU ARE STILL REQUIRED TO SUBMIT THIS FORM WITH YOUR NAME, SIGNATURE AND DATE.

ETHNIC ORIGIN

ETHNIC CODE: Please select the one most appropriate racial/ethnic group with which you choose to be identified. If you believe that none of the following ethnic codes is appropriate for your background, please indicate your background in the comment section, and a member of the District Personnel Office will assign one of the racial/ethnic codes to you based upon his/her best judgment. A code will be designated for you by a member of the District Personnel Office if you do not choose to respond.

WHITE (CAUCASIAN): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East who does not consider himself or herself as Latino. See permissible codes below.

- WH-White:** A person having origins in the origins in the original peoples of Europe, North Africa, or the Middle East but who does not consider himself or herself as Latino, Gypsy or East Indian.
- GY-Gypsy:** A person having origins in the original Gypsy groups in Europe.

AFRICAN AMERICAN/BLACK: A person having origins in any of the black racial groups who does not consider himself or herself as Latino.

- BL-African American/Black**

ASIAN or PACIFIC ISLANDER: A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent (India), or the Pacific Islands. See permissible codes below.

- CH-Chinese:** A person having origins in the original peoples of China.
- JN-Japanese:** A person having origins in the original peoples of Japan.
- FI-Filipino:** A person having origins in the original peoples of the Philippine Islands.
- KO-Korean:** A person having origins in the original peoples of Korea.
- VI-Vietnamese:** A person having origins in the original peoples of Vietnam.
- SO-Southeast Asian:** A person having origins in the original peoples of Cambodia, Laos, Thailand, Indonesia, Burma or Malaysia.
- OA-Other Asian or Pacific Islander:** A person having origins in the original peoples of Asia or the Pacific Islands not listed above. For example, Tibet, Eastern Siberia, Guam, Tahiti, Hawaii or the native people of Australia.
- EI-East Indian:** A person having origins in the original peoples of India, Ceylon and, in some cases, Pakistan.

AMERICAN INDIAN or ALASKAN NATIVE: A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. See permissible codes below.

- AI-American Indian:** A person having origins in any of the original peoples of what is now the United States or Southern Canada.
- AN-Alaskan Native:** A member of the Aleut, Eskimo or other native American group having origins in the original peoples of Alaska.

LATINO: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. See permissible codes below.

- LI-Latino Indian:** A person having origins in the original peoples of the Americas.
- LB-Latino Black:** A Latino person having origins in any of the black racial groups.
- LW-Latino White:** A Latino person having origins in any of the original peoples of Europe, North Africa, the Middle East or the Indian subcontinent.
- LA-Latino Asian or Latino Pacific Islander:** A Latino person having origins in any of the original peoples of Asia or the Pacific Islands. For example, some Filipinos may consider themselves to be Latino Asian or Latino Pacific Islander.

If none of the above 18 ethnic codes seems appropriate, please indicate your background_____

