



**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”*

**ADMINISTRATIVE**  
**EMPLOYMENT APPLICATION**

Position Title \_\_\_\_\_

PLEASE TYPE OR PRINT IN BLACK INK ONLY.

**Application Date:** \_\_\_\_\_

Full Name \_\_\_\_\_  
                                     Last  First  Middle

Other Name(s) Under Which Records May Be Listed \_\_\_\_\_

Street Address \_\_\_\_\_ Telephone (      ) \_\_\_\_\_  
                                     Street                                    City                                    State                                    Zip

Mailing 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 [ <input type="checkbox"/> ] Date(s) employed from _____ to _____ Work Location _____ Assignment _____ Reason for Leaving _____
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**GENERAL INFORMATION**

1. All applicants applying for administrative positions must submit an application at the time they apply. The applicant is required to submit, along with this application, a formal letter of application, a resume, a copy of professional educational certificate(s), a college placement file, and all official university transcripts. Applicant materials are to be submitted directly to Superintendent's Office.
2. An offer of employment is only valid if a valid Washington State Administrative, or appropriate E.S.A. Certificate is obtained by the time his/her period of service begins. If applicant currently holds a Washington State Certificate(s), please attach a copy(s).
3. Salaries are determined by approved experience, training and salary schedules. Successful candidates are required to submit a complete unopened transcript of all college work.
4. The Certificated Employment Application is active for the current school year applicant applied for employment.

**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 _____					

## CERTIFICATION INFORMATION

Type of Certificate	Certification Number	Date Issued	Date of Expiration	State

Endorsement(s) listed on Certificate:

\_\_\_\_\_

If you do not hold a current Washington State 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: \_\_\_\_\_

## WORK EXPERIENCE

List in chronological order. Do not include student teaching and substitute service.

<b><u>Company/Employer</u></b>	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

<b><u>Company/Employer</u></b>	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
<b><u>Company/Employer</u></b>	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
<b><u>Company/Employer</u></b>	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

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 _____

### PROFESSIONAL REFERENCES

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

Name	Occupation	Address	Daytime Phone

1. What experience or preparation have you had which qualifies you for the position of principal 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 you would like to create:

## ACKNOWLEDGMENT OF CRIMINAL HISTORY BACKGROUND CHECK

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 and 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. I understand that my fingerprints will be required for this process, and that I will be financially responsible for this background check. 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 or 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 employed, I will provide verification of my previous experience and proof that I am legally eligible for employment in the United States.

Signature of Applicant

Date



## 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). [ ]YES [ ]NO

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

- ☞ 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 employment, I will provide proof that I am legally eligible for employment in the United States.

I hereby acknowledge receipt of this notice.

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Signature of Applicant

Date

# VOLUNTARY CONFIDENTIAL 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 judgement. 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 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: \_\_\_\_\_

