

Orondo School District #13
100 Orondo School Rd.
Orondo, WA. 98843
Phone: (509)784-2443
Fax: (509)784-0633

To be considered for any certificated position, applicants must do the following:

1. Complete a certificated application with our district.
2. Write a brief letter stating interests and qualifications in applying for the position.
3. Attach a copy of your Washington State certificate.
4. Send a current resume.
5. A placement file or three letters of reference.
6. Have on file copies of all college transcripts.
7. Meet acceptable standards on all above. Satisfactorily pass an initial screening by a member of our administration.

NOTE: SUBSTITUTE APPLICANTS NEED TO PROVIDE ONLY #1, #2 & #3

Experience Other than Teaching- Include names and addresses of persons familiar with your work.

Employer	Address	Position	Dates of Employment

Active Military Service

From: Month/Day/Year	To: Month/Day/Year	Branch of Service	Location, Duties, Assignments, Rank

EDUCATION AND PROFESSIONAL TRAINING

Regular Teaching Position:

- ☞ Include student copies of your transcripts (or have officials sent) of all college/university work.
- ☞ Have your college placement file sent, or if you do not have an up-to-date placement file, include a cover letter stating that you are not submitting a placement file. Two or more professional letters of recommendation will be accepted in lieu of a placement file.

☞ Degree Earned: _____

☞ Total college quarter credits beyond Bachelor's Degree: _____

Total must be verified before acceptance of contract. Semester hours must be converted to quarter hours by multiplying by 1.5)

TEACHING / OTHER CERTIFICATES HELD

Type	Number	Date Issued	Expiration	Endorsements

REFERENCES: Give three current references including supervisors and administrators who have first hand knowledge of your character and professional abilities.

Name & Title	Address	Phone Number
		()
		()
		()

Some applicants who have mental, physical, or sensory disability require an accommodation or assistance to enable them to perform the essential functions of the job sought. Are you able to perform the essential functions of the job (with or without) an accommodation? Yes No

If you need accommodation in the application, testing, or interview process, please let us know.

Please provide signature. You may scan and email to tvargas@orondo.wednet.edu or fax this to 509-784-0633 Attn: Teresa Vargas, Executive Assistant of Human Resources

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 Orondo School District will contact the Washington State Patrol and the Federal Bureau of Investigation regarding any record of convictions of offenses against persons; adjunction's of child abuse in a civil action, and disciplinary board final decisions. I understand my fingerprints will be required for this process. I understand my employment with the Orondo School District is subject to and conditioned upon an acceptable outcome of a criminal history records check. **Please See Addendum For Relevant Questions**

I hereby certify that the information herein is a true and complete statement of my personal and professional record to date. I understand that falsified statements on this application shall be considered sufficient cause for dismissal or withdrawal from consideration. I agree that if I am employed, I will provide verification of any previous experience and proof that I am legally eligible for employment in the United States.

Signature of Applicant _____

Date ____ / ____ / ____

Immigration Reform and Control Act Requirement. The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.

Reporting Requirements for Child Support Law RCW 26.23.040. All employers doing business in the state of Washington shall report to the Washington state support registry the hiring or rehiring of any person who the employer anticipates paying earnings.

Orondo 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 and other designated youth groups.

The following employee has been designated to handle questions and complaints of alleged discrimination:

Compliance Coordinator for 28A.640 and 28A.642 RCW , Section 504/ADA Coordinator and Title IX Coordinator

Superintendent, Orondo School District
100 Orondo School Rd Orondo, WA 98843
509-784-2443 sandler@orondo.wednet.edu

Orondo School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Teresa Vargas, Programs Director.

Please provide signature. You may scan and email to tvargas@orondo.wednet.edu or fax this to 509-784-0633 Attn: Teresa Vargas, Executive Assistant of Human Resources

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

Were you charged with a crime? Yes No

If charged, are the charges still pending? If so, indicate the nature of the charge, date charged, court of jurisdiction, case number, and trial date (If scheduled). Yes No

If charges are not still pending, indicate the nature of the charge, date charged, 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? Yes No

If yes, explain when and why. _____

Have you ever had any teaching certificate suspended or revoked? Yes No

If yes, explain when and why. _____

A conviction will not necessarily bar you from employment.

Applicant's Name: _____

Date of Birth: ____/____/____

Applicant's Signature: _____

Date: ____/____/____