

ORONDO SCHOOL DISTRICT
100 Orondo School Rd.
Orondo, WA. 98843
Phone (509)784-2443
Fax (509)784-0633

To be considered for any classified position, applicants must do the following:
(Individual postings may have additional requirements)

1. Complete a classified application with our district.
2. Write a brief letter stating interests in applying for the position and/or substitute job.
3. Two Current letters of Recommendation (NOT NEEDED FOR SUBSTITUTE APPLICANTS).
4. Submit a current resume.
5. To qualify for a specific classified position, you must adhere to the following particular requirements and qualifications. - (depending on position this can be waived for substitutes)
 - a) High School or GED Proficiency is required. (must provide diploma or high school/GED transcripts)
 - b) Instructional para-educators must pass basic skills test or have AA degree or 72 credits.
 - c) Certain positions have known minimum requirements as listed in specific job announcements.
 - d) You must be fingerprinted through the North Central ESD, the district will let you know when to call the ESD to schedule your appointment.

Bus Driver Applicants

Requirements:

- Must have a valid Washington State driver's License/CDL (you are not required to have a CDL to go through the training. The training provided will give you the education to test for your CDL).
- Must have 5 years of Driving Experience with a clean driving record.
- Pre-Employment Drug testing is required.
- You must be able to pass a CDL physical.
- You must be able to pass a FBI background check.
- You must enjoy being around children, be able to function in stressful situations, and have a positive attitude.

The District pays for the cost of obtaining the CDL. Training to become a bus driver includes the following commitments of time and responsibility:

- Class and driving training time.
- First Aid training hours

Fees will be reimbursed by the district: Class fees; License endorsement and test fees; First Aid Class fees; Driver Record Request fee; DOT or SPI Physical Exam

Upon becoming a qualified bus driver, Orondo School District will pay a \$250 stipend.

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.

CLASSIFIED APPLICANTS

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

PLEASE PRINT

Name:

Social Security Number:

 First, Last, M.I.

 Address City State Zip Code

Phone Number: Alternative Phone: E-mail Address:
 (_____) (_____) _____

Optional; Other Name(s) under which records may be listed: _____

POSITION APPLYING FOR:

Paraprofessional: Regular Substitute Custodial: Regular Substitute
 Bus Driver: Regular Substitute Cook: Regular Substitute
 Other: _____

List any relatives presently employed by Orondo School District: _____

What date would you be available for employment? ____/____/____

Are you able to perform the essential functions of the job (with or without) an accommodation? Yes No

If an accommodation is needed, please list what reasonable accommodation would need to be made for you: _____

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

EDUCATION / TRAINING:

What is the Highest Year of Education completed (Grade and High School): _____

Did you graduate? _____ Year/Degree: _____

Name and Address of Last Secondary School Attended: _____

COLLEGE, BUSINESS OR TRADE SCHOOL:

Name & Location	From / To	Dates Graduated	Degree Received

List your college major and other courses or trainings preparing you for the position you are applying for:

Occupational and Skill Summary: (Check all that apply)

- Office Work
- Bookkeeping
 - Copier
 - Receptionist
 - Calculator
 - Word Processing
 - Other: _____

- Educational Assistant
- Classroom Experience
 - Special Education
 - Library/Media Equipment
 - Youth Groups
 - Other: _____

- Food Service
- Baking
 - Dishwashing Machine
 - Food Handler's Permit
 - Food Preparation
 - Food Supervision
 - Other: _____

- Maintenance
- Carpentry
 - Electrician
 - Equipment Repair
 - Grounds keeping
 - Heat/Air Condition
 - Plumbing
 - Painting
 - Other: _____

- Custodial
- Automatic Floor Machine
 - Carpet Shampooers
 - Institutional Cleaning
 - Office Cleaning
 - School Cleaning
 - Supervision
 - Stripping/Re-waxing
 - Window Washing
 - Other: _____

- Transportation
- CDL
 - First Aid Training
 - School Bus Driver
 - State Certification
 - Transit Operator
 - Truck Driver
 - Truck/Bus Mechanic
 - Other: _____

Describe any special abilities, skills, experience, and knowledge that may further qualify you for the type of work for which you are applying: _____

WORK EXPERIENCE (last 5 years)

Employer: _____ Address: _____ City, WA. Zip Code	Supervisor: _____ Phone: (____) _____ Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties: _____ Reason for leaving _____	From, Mo/Yr: ____ / ____ To, Mo/Yr: ____ / ____
Employer: _____ Address: _____ City, WA. Zip Code	Supervisor: _____ Phone: (____) _____ Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties: _____ Reason for leaving _____	From, Mo/Yr: ____ / ____ To, Mo/Yr: ____ / ____
Employer: _____ Address: _____ City, WA. Zip Code	Supervisor: _____ Phone: (____) _____ Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties: _____ Reason for leaving _____	From, Mo/Yr: ____ / ____ To, Mo/Yr: ____ / ____
Employer: _____ Address: _____ City, WA. Zip Code	Supervisor: _____ Phone: (____) _____ Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties: _____ Reason for leaving _____	From, Mo/Yr: ____ / ____ To, Mo/Yr: ____ / ____
Employer: _____ Address: _____ City, WA. Zip Code	Supervisor: _____ Phone: (____) _____ Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties: _____ Reason for leaving _____	From, Mo/Yr: ____ / ____ To, Mo/Yr: ____ / ____

Employer: _____ Address: _____ City, WA. Zip Code	Supervisor: _____ Phone: (____) _____ Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties: _____ Reason for leaving _____	From, Mo/Yr: ____ / ____ To, Mo/Yr: ____ / ____
Employer: _____ Address: _____ City, WA. Zip Code	Supervisor: _____ Phone: (____) _____ Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties: _____ Reason for leaving _____	From, Mo/Yr: ____ / ____ To, Mo/Yr: ____ / ____
Employer: _____ Address: _____ City, WA. Zip Code	Supervisor: _____ Phone: (____) _____ Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties: _____ Reason for leaving _____	From, Mo/Yr: ____ / ____ To, Mo/Yr: ____ / ____
Employer: _____ Address: _____ City, WA. Zip Code	Supervisor: _____ Phone: (____) _____ Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties: _____ Reason for leaving _____	From, Mo/Yr: ____ / ____ To, Mo/Yr: ____ / ____
Employer: _____ Address: _____ City, WA. Zip Code	Supervisor: _____ Phone: (____) _____ Full-Time: <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties: _____ Reason for leaving _____	From, Mo/Yr: ____ / ____ To, Mo/Yr: ____ / ____

Character References: Please list references who know of your work professionally and who may be contacted, unless otherwise noted.

Name & Relationship	Address	Phone Number
		()
		()
		()

When may we contact your present employer regarding your job performance? _____

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: ____/____/____