

# TOUTLE LAKE SCHOOL DISTRICT



## APPLICATION FOR **CLASSIFIED** EMPLOYMENT

Check Area(s) of Interest:

- Secretarial / Clerical
- Custodial / Maintenance
- Grounds
- Transportation Dept.
- Food Service
- Paraprofesional(Aide) - Specify area(s)

Substitute \_\_\_\_\_  
Specify area(s)

Other \_\_\_\_\_  
Specify

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Date of Availability

Please type or use ink  
in completing this form

**An Equal Opportunity Employer**

Name \_\_\_\_\_ Social Security-Not needed unless hired \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street Apt. No.

City State Zip Code Phone \_\_\_\_\_ / \_\_\_\_\_  
Home Business

### INSTRUCTIONS

1. Only complete applications received by the specified deadline will be referred to the screening committee for consideration.
2. It is your responsibility to have the materials listed below forwarded to the following address to establish a complete application file.
 

Toutle School District  
 District Office  
 5050 Spirit Lake Highway  
 Toutle, WA 98649

  - a. Completed and signed application form. Application must be in its entirety, "see resume" is not acceptable.
  - b. Up-to-date resume.
  - c. Letters of recommendation. Please send copies rather than the originals because the letters will be retained with your application.
  - d. School transcripts/placement files applicable to the position for which you are applying.
  - e. Any additional materials as requested.
3. Applications are retained and considered active for six months. Applications will be reactivated at your written request for an additional six month period. **You must submit a written request asking that your application be pulled for any/all open positions as they occur.**
4. Present or past employers (supervisors) will be contacted as part of the selection process.
5. Please contact the Personnel Office (360) 274-6182 if you have questions regarding your application and/or vacancies.

*All applications will be accepted without regard to race, color, national origin, gender or disability.*

## EMPLOYMENT BACKGROUND Complete this section even if you will be attaching a resume

PREVIOUS WORK EXPERIENCE a. Company Name (list most recent employer first) b. Street c. City, State, and Zip Code	Dates	Position(s)	Duties	Supervisor(s) Name/Relationship and Phone Number	Reason for leaving or wishing to leave
a. _____ b. _____ c. _____	MO/YR FROM TO MO/YR				
a. _____ b. _____ c. _____	MO/YR FROM TO MO/YR				
a. _____ b. _____ c. _____	MO/YR FROM TO MO/YR				
a. _____ b. _____ c. _____	MO/YR FROM TO MO/YR				
a. _____ b. _____ c. _____	MO/YR FROM TO MO/YR				

## EDUCATIONAL BACKGROUND

### CIRCLE LAST SCHOOL YEAR COMPLETED

1 2 3 4 5 6 7 8 9 10 11 12 (GED) Elementary School      High School	13 14 15 16 College	17 18 19 2 Graduate School
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### GRADE OR HIGH SCHOOL LAST ATTENDED

Name of School	Location City      State	From MO/YR	To MO/YR	Grade Completed

### BUSINESS, CORRESPONDENCE, MILITARY, VOCATIONAL, OR TECHNICAL SCHOOL

Name of School and Location	Type of Course	From MO/YR	To MO/YR	Completed (YES OR NO)	Certificate (YES OR NO)

### UNDERGRADUATE OR GRADUATE SCHOOL

Name of College or University	Location City      State	From MO/YR	To MO/YR	Degree	Major	Minor

## APPLICANT'S CERTIFICATION AND AGREEMENT

All of the information I have provided in this application is true, correct, and complete. I authorize Toutle Lake School District #130 to inquire with former employers and/or references and obtain any and all information regarding my job-related background. I also authorize Toutle Lake School District #130 to check for any conviction(s) on record. I release and waive Toutle Lake School District #130, my former employers and all references from any and all liability in obtaining or disclosing such information. I agree that if I have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## FOR POSITIONS REQUIRING SECRETARIAL/CLERICAL SKILLS ONLY

OFFICE EXPERIENCE	How Long?	OFFICE EXPERIENCE	How Long?	OFFICE EXPERIENCE	How Long?
Accounting		Receptionist		Other	
Accounts Payable/Receivable		Shorthand/Speed Writing			
Bookkeeping		Stockroom/Inventory			
Computer Operation		Printing			
Duplicating Machine Operation		Typing			
Payroll		Word Processing			
Purchasing		Secretarial			

  

OFFICE SKILLS	Yes	No	Speed		Yes	No		Yes	No
Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	_____	Adding Machine (touch)	<input type="checkbox"/>	<input type="checkbox"/>	Word Processing	<input type="checkbox"/>	<input type="checkbox"/>
Shorthand	<input type="checkbox"/>	<input type="checkbox"/>	_____	Computer	<input type="checkbox"/>	<input type="checkbox"/>	Dictating Machine	<input type="checkbox"/>	<input type="checkbox"/>
Speedwriting	<input type="checkbox"/>	<input type="checkbox"/>	_____						

## FOR FOOD SERVICE AND PARAPROFESSIONAL/AIDE ONLY

**FOOD SERVICE:** Please describe any formal experience and/or training you have had in commercial or industrial food service. Include any supervisory experience you have in the area of food service.

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**PARAPROFESSIONAL/AIDE:** Please describe any formal and informal experience and/or training you have had in education or community work. Include any experience you have in the area of supervision and work with children and adults.

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## FOR CUSTODIAL AND SKILLED TRADE APPLICANTS ONLY

Check shift desired:     Day             Swing             Any

List machinery or equipment you can operate \_\_\_\_\_

Have you worked at a trade?     Yes     No            If yes, describe \_\_\_\_\_

List other qualifications you have \_\_\_\_\_

## PERSONAL REFERENCES

Please list three adult persons you have known for at least two years. Do not list relatives or former employers.

Name	Address	Association	Telephone Work/home

## APPLICANT DISCLOSURE FORM

Pursuant to RCW 43.43.830-834, prospective employees or volunteers who will or may have unsupervised access to children under sixteen years of age during the course of their employment or involvement with this organization must complete this disclosure. Answer YES or NO to each item. If the answer is YES to any item, explain in the area provided, indicating the crime(s) or finding(s), the date, and the court(s) involved.

1. Have you ever been convicted of any crimes against children or other persons as defined in RCW 43.43.830 (5), and listed as follows: aggravated murder, first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second, or third degree rape; first, second, or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future?  
ANSWER \_\_\_\_\_ If "YES," explain here.

2. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?  
ANSWER \_\_\_\_\_ If "YES," explain here.

3. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?  
ANSWER \_\_\_\_\_ If "YES," explain here.

4. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor?  
ANSWER \_\_\_\_\_ If "YES," explain here.

Toutle School District #130 is required to obtain a record check from the Washington State Patrol and FBI for all hires who will have regularly scheduled unsupervised access to children. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application or termination of employment.

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Applicant Signature \_\_\_\_\_

Date and Place \_\_\_\_\_

## PERSONAL INFORMATION

Are you a U.S. Citizen or are you eligible for lawful employment in the U.S.? YES \_\_\_\_\_ NO \_\_\_\_\_  
Proof of citizenship or legal right to work and identity will be required after hire.

Have you ever been discharged, excluding lay-off, or forced to resign for misconduct or unsatisfactory service from any position? \_\_\_\_\_ If yes, attach a statement explaining circumstances and disposition.

Within the last seven years have you ever pled guilty, been convicted, fined, imprisoned or placed on probation for violation of any law, policy regulation or ordinance, excluding minor traffic violation? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_