

Centerville School District #215
2315 Centerville Hwy
Centerville WA. 98613
phone: (509) 773-4893

Placement File
Fax: (509) 773-4902
Transcripts

<u>Personnel Use Only</u>	
<input type="checkbox"/>	Ltr. of App.
<input type="checkbox"/>	Resume
<input type="checkbox"/>	References

Certificate

APPLICATION FOR PROFESSIONAL EMPLOYMENT

Applicant's Full Name _____
(Last) (First) (M.I.) (Maiden Name)

Other Name(s) _____
(Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record.)

Present Mailing Address _____
(Street) (City) (State) (Zip)

Permanent Mailing Address _____
(Street) (City) (State) (Zip)

Telephone Numbers: _____
Present: () **Permanent:** () **Work:** ()

Social Security Number _____ (Note: Completion of number is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment.)

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Washington or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Signature of Applicant _____
Date

- MARK THE APPROPRIATE BOXES**
- () New Application
 - () Previous Application on File
 - () Former Employee of the School District

- INDICATE POSITION(S) DESIRED FOR WHICH YOU ARE ENDORSED**
- () Teacher
 - () Guidance
 - () Other (Explain _____)
 - () Administrator
 - () Library/Media

Are you a U.S. Citizen? () Yes () No
If not, are you eligible to work in the U.S.?
() Yes () No

List grade level(s) and/or subject area(s) in order of preference:

I. EDUCATIONAL AND PROFESSIONAL TRAINING (List chronologically)

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance From.....To
High School						
College of University						

II. STUDENT TEACHING EXPERIENCE (List chronologically and include any internships)

Name of School	School District City/County	State	Grade level and/or Subject	Dates	Personnel Use

III. TEACHING EXPERIENCE (List chronologically all teaching experience. DO NOT include substitute teaching)

Name of School	School District City/County	State	Position Held Grades and/or Subjects Taught (Specify)	Dates Mo/Day/Yr From...To	Total Years	Full Time √	Part Time √	Personnel Use
TOTAL								

IV. WORK EXPERIENCE OTHER THAN TEACHING (List chronologically and attach a sheet if necessary)

Employer	City/County	State	Kind of Work	Dates of Employment	Personnel Use

V. MILITARY EXPERIENCE

Branch of Service	Occupational Specialist (MOS)	Inclusive Dates	Type of Discharge

VI. CERTIFICATION

- A. If you have been issued a Wash. certificate, **please submit a copy...** Copy enclosed?No () Yes ()
 Type of Washington Certificate: _____
 Year of Expiration of Washington Certificate _____ Endorsement(s) _____
- Have you applied for a WA certificate? No () Yes () When _____ Check if statement of eligibility enclosed ()
- B. If you have been issued a certificate in another state, **please submit copy.** Copy enclosed?..... No () Yes ()
 State _____ Expiration Date _____ Certification/Endorsements _____
 State _____ Expiration Date _____ Certification/Endorsements _____
- C. Do you meet the Washington State-No Child Left Behind Highly Qualified Requirement for this position? No () Yes ()
Please submit documentation of your Highly Qualified status for the core academic area you have applied for.

VII. GENERAL INFORMATION

- Month, Day, and Year available for employment _____ Are you under contract?No () Yes ()
 If yes, where? _____ Present Position _____
- If presently employed, why do you wish to change? _____
 If under contract, what type: Annual/Probationary () Other () (Explain) _____
 If under contract, have you checked and can you be released if you are offered another position?No () Yes () If not under contract now, have you ever held a continuing contract in Washington?No () Yes ()
- If yes, cite school district(s) and date(s) _____
 Referral Source: Advertisement/Posting () Employee () Friend () Other (Explain) _____
- Have you ever been refused tenure or a continuing contract? (If yes, explain on back) No () Yes ()
- Have you ever been discharged or requested to resign from a position? (If yes, explain on back) No () Yes ()
- Have you ever been convicted of a violation of law other than a minor traffic violation?
 (If yes, explain on back) No () Yes ()
- Have you ever had a certificate or license revoked or suspended? (If yes, explain on back) No () Yes ()
- Are any criminal charges or proceedings pending against you? (If yes, explain on back)..... No () Yes ()
 Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child?(If yes, explain on back) No () Yes ()

VIII. REFERENCES

It is the applicant's responsibility to have the following information provided the School District in order to be considered for employment:

- A. The names of at least three references sources must be provided and must include current employer if employed, or last employer if not currently employed.
- B. Unless included in Placement File, applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years, provide references from last contracted experience. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file or by listing names below.
- C. As indicated above, () a Placement File is being sent, and/or () references are listed below:

Name of Reference	Position/Relationship	Mailing Address	Phone Number

IX. EXTRACURRICULAR ACTIVITIES

Indicate the number of years experience in the activities listed below. **Circle activities you are willing to coach/sponsor:**

Extra Curricular Activities	High School Experience	College Experience	Coaching Experience	Extra Curricular Activities	High School Experience	College Experience	Contract Experience
Football				Vocal Music			
Basketball				Athletic Dir.			
Baseball				Athletic Train.			
Softball				Drill Team			
Track				Drama			
Cross Cntry				Yearbook			
Wrestling				Newspaper			
Golf				Student Govt.			
Tennis				Honor Soc.			
Volleyball				Clubs			
Pep Band				Cheerleaders			

X. OTHER INFORMATION

To avoid conflict of interest, list any local school board member or employee (relative(s) in the school district and cite relationship:

Estimate your total absence from work or school for the last three years and explain the reason(s): _____

Explain any physical or mental conditions which would adversely affect your ability to perform the duties of the position you seek; or if there are none, so state: _____

In your own handwriting, provide any additional information you desire that will afford an additional understanding of your qualifications. Your goals, objectives, philosophy, and other background factors are of special interest.

ADDITIONAL REMARKS AND/OR EXPLANATIONS FROM SECTION VII GENERAL INFORMATION

(attach additional sheet if needed)

The Centerville School District does not discriminate on the basis of race, color, natural origin, age, religion, political affiliation, handicapping conditions, or gender in its educational programs or employment. No person shall be denied employment solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position or program for which application has been made. The Centerville School District maintains a drug, alcohol and tobacco free environment.

CENTERVILLE SCHOOL DISTRICT

EMPLOYMENT RECORD
(Include military and volunteer services)

Date From To	Job Title	Employer Address, City, State	Supervisor's Name & Phone	Reason for Leaving

(Attach additional sheets, if necessary, using same format)

PERSONAL INFORMATION

Did you ever belong to a Washington State Retirement System? _____

If yes, name of Retirement System _____

Dates (from) _____ (to) _____

U.S. Citizen? _____ If not, are you an alien lawfully authorized to work in the United States? _____
(Persons hired will be required to provide documents verifying identity and authorization to work within three business days of employment)

Do you have any physical, sensory or mental limitations, handicaps or health problems that could prevent you from successfully performing the job for which you are applying? _____ If yes, please explain: _____

Have you been discharged, nonrenewed (excluding RIF) or forced to resign for misconduct or unsatisfactory service from any position? _____ If yes, please explain: _____

Have you been convicted of any crime other than a minor traffic violation or released from prison within the past 7 years? _____ If yes, please explain on a separate sheet of paper. (A conviction record is not necessarily a disqualification for employment.)