

INFORMATION FOR APPLICATIONS  
Administrator Positions

Thank you for your request for an application to serve in the Deer Park School District No. 414. Included on this sheet is information to help you complete the application materials and information you will need to know if a position is offered to you.

Application Materials

To apply for a position, the following materials must be presented to the personnel office by the closing date associated with the posted vacancy:

1. **Completed Deer Park School District Application Form, Cover Letter and Resume'**
2. **College Placement File** with current recommendations (supervisory recommendations required). In the absence of a placement file, letters of recommendation, along with a letter explaining the absence of a placement file, may be accepted. Applicants who do not currently have a placement file are encouraged to set one up with one of the local colleges or universities.
3. **Transcripts** for all college courses. (Unofficial copies.)
4. **Washington State Certificate.** (Copy.)

Applications will be retained in our files until DECEMBER 1 following the date of receipt. If you would like your file to remain active after December 1, you must contact the personnel office. Once your materials are on file, you must contact our office in writing if you want to be considered for an open position. All materials submitted become the property of Deer Park School District.

When job openings occur, completed applications submitted for that opening will be reviewed, and individual interviews scheduled at the invitation of the Deer Park School District based on data provided on the application and resume.

Background/Fingerprint Check

Successful candidates will be required to submit to a Washington State Patrol and Federal Bureau of Investigation background/fingerprint check. **Any employment offers made by the Deer Park School District are contingent on a successful background/fingerprint check and Misconduct Disclosure reporting.** A fee of **\$49 dollars** (subject to change without notice) will be charged to the successful candidate by the Washington State Patrol for the processing of fingerprints. An additional \$10 will be charged by the Spokane Police Department for taking the fingerprints.

Employment Eligibility Verification

If hired, you will be required to provide evidence of citizenship, or admittance to the U.S. under conditions which permit you to work. Required identification will include: Driver's license with photo AND original Social Security Card, or a passport. If any of these documents are not available, some substitutions can be made with prior approval.

## **DISCRIMINATION PROHIBITED**

In compliance with federal and state regulations, the following is published for your information:

Deer Park School District No. 414 requires that its faculty, administration, and staff comply with the spirit and the law of equal opportunity and nondiscrimination. Individuals having responsibility for admitting students, employing faculty and staff, and administering educational programs and activities are required to comply with the district's policy and applicable state and federal laws that prohibit discrimination, to include but not be limited to:

1. RCW Chapter 49.60. State of Washington, Law Against Discrimination, RCW Chapter 49.60. prohibits discrimination because of race, creed color, national origin, gender, marital status, age, or the presence of any sensory, mental, or physical disability.
2. Title VI of the Civil Rights Act of 1964 prohibits discrimination against students on the basis of race, color, or national origin in the operation of any federally assisted program.
3. Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act, 1972, prohibits discrimination in employment on the basis of race, color, gender, religion, or national origin.
4. Regulations implementing Title IX of the Education Amendments of 1972 states:  
  
" No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient which receives or benefits from federal financial assistance."
5. WAC Chapter 392-190, Equal Educational Opportunity--Sex Discrimination Prohibited. This state law prohibits any public school district from discriminating on the basis of gender with regard to any activity conducted by or in behalf of a school district including, but not limited to, preschool, adult education, community education, and vocational-technical program activities.
6. Regulations implementing Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity which receives or benefits from federal financial assistance.

Persons having special concerns in this regard should contact the Superintendent of Schools for the Deer Park School District No. 414, who coordinates the district's equal opportunity compliance efforts, P.O. Box 490, Deer Park, Washington, 99006, (509) 464-5500.

# DEER PARK SCHOOL DISTRICT NO. 414

## ADMINISTRATOR Application for Employment

Personnel Office  
428 N. Main, P.O. Box 490  
Deer Park, WA 99006  
Telephone: (509)464-5500

Last Name	First Name	Middle Name	Social Security # (Optional)
Present Address	City	State	Zip Code Telephone
Permanent Address	City	State	Zip Code Telephone
Other Names	Work Phone		

## CERTIFICATION

Enclose copies of all current Washington State certificates you hold. It is necessary to have complete, accurate information about the certificate(s) you hold.

List current, valid Washington State certificates which have been issued to you. Remember to also attach a copy.

	Type	Number	Date Issued	Expiration Date	Endorsements
Teaching					
ESA					
Administrator					

## PROFESSIONAL INFORMATION

Position you are applying for: \_\_\_\_\_

Preference: Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_ District Office \_\_\_\_\_

Have you ever been a member of a Washington State Retirement System? Yes \_\_\_ No \_\_\_

If yes, when \_\_\_\_\_ to \_\_\_\_\_.  
year year

## EDUCATIONAL AND PROFESSIONAL TRAINING

List all colleges attended, beginning with the most recent:

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

## TEACHING EXPERIENCE

Deer Park School District grants experience only for those positions which require appropriate state certification and were performed after receiving a BA degree in the educational field. Final approval of experience shall be determined by the Personnel Department upon employment.

District Name and Address	Subject(s) Taught	Dates of Employment	Total Years	Reason for Leaving

## ADMINISTRATIVE INTERNSHIP(S)

List internships, beginning with the most recent.

Name of School	School District Name/Address/Phone	State	Grade Level	Dates From - To

**ADMINISTRATIVE EXPERIENCE**

List administrative assignments, beginning with the most recent.

District Name and Address	Position - Grade Levels	Dates of Employment From - To	Total Years	Name of Supervisor	Reason for Leaving

**EXPERIENCE OTHER THAN CERTIFICATED SCHOOL EXPERIENCE**

Include military service. List in order of occurrence.

Dates of Employment From - To	Firm or Employer	Position Title	Full Time (Yes/No)	Reason for Leaving

**CIVIC ACTIVITIES**

Describe any involvement in civic activities.


Have you ever had a certificate revoked, suspended or denied, or have you voluntarily relinquished a teaching or administrative certificate to avoid revocation procedures?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, name of state: \_\_\_\_\_

## REFERENCES

List at least three references. Include current (most recent) employer/ supervisor.

Name	Position/Relationship	Address	Telephone Number

## SIGNATURE RELEASE

All of the information I have provided in this application is true, correct and complete. I authorize Deer Park School District No. 414 to inquire with former employers or references and obtain any and all information regarding my professional and personal background. I release and waive Deer Park School District No. 414, my former employer, 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 contract. If such action is taken by the district, the contract shall be deemed void from its inception.

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

\_\_\_\_\_  
Date

A complete employment file is the responsibility of the applicant.

In order to assure that you will have a completed file in our office, be sure to check and see that you have taken care of the following documents:

- Completed application form
- Copy of Washington State Certificate(s) included
- College placement file has been forwarded
- Complete resume and cover letter included
- Unofficial copies of all transcripts are included.

This application will be retained in our files until DECEMBER 1 following the date of receipt. If you would like your file to remain active after December 1, you must contact the personnel office in writing.

The Deer Park School District No. 414 complies with federal rules and regulations that prohibit discrimination based on race, gender or disabilities in employment or participation in programs or activities. Direct inquiries to: Compliance Officer, Deer Park School District No. 414, P.O. Box 490, Deer Park, WA 99006; or telephone: (509)464-5500.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
DEER PARK SCHOOL DISTRICT NO. 414**

**APPLICANT DISCLOSURE FORM  
PURSUANT TO RCW 43.43.830**

In accordance with RCW 43.43.830, applicants are required to complete this disclosure form. In addition, applicants who have been offered employment as outlined in said law, will be required to complete a request for criminal history, including fingerprinting. These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or findings as well as to the FBI. Applicants may be employed on a conditional basis pending completion of such background investigation.

Answer **YES** or **NO** to each listed item. If the answer is YES to any item, attach an additional sheet with explanation indicating the charge or finding, the date, and the court(s) involved.

1. Have you ever been convicted of any crimes against persons as defined in RCW 43.43.830, 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; 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?

YES  NO

2. Have you ever been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

YES  NO

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?

YES  NO

4. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

YES  NO

5. Have you been convicted in the past 10 years of any crime: felony or misdemeanor?

YES  NO

Pursuant to RCW 9A.72.085, I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. Furthermore, I understand that my continued employment is conditional upon the fingerprinting and background checks that Deer Park School District will conduct.

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

The Deer Park School District No. 414 complies with federal rules and regulations that prohibit discrimination based on race, gender or disabilities in employment or participation in programs or activities. Direct inquiries to: Compliance Officer, Deer Park School District No. 414, P.O. Box 490, Deer Park, WA 99006; or telephone: (509)464-5500.

**Deer Park School District is a tobacco free workplace.**

Deer Park School District No. 414  
P O Box 490  
Deer Park WA 99006  
(509) 464-5500 FAX (509) 464-5510

## PRE-EMPLOYMENT BACKGROUND QUESTIONNAIRE

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of your application or this questionnaire can be grounds for denial of employment or immediate termination of employment with the Deer Park School District.

ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS FORM. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET OF PAPER. IF YOU DO NOT UNDERSTAND ANY QUESTION, ASK FOR CLARIFICATION BEFORE ANSWERING.

### SECTION I - PERSONAL INFORMATION (Please print or type)

	Last	First	Middle
1. NAME:			
2. ADDRESS: (complete mailing address)			
3. TELEPHONE:	Business (    )	Home (    )	
4. Please list all former names (a) you have used when working for another employer or (b) by which you are known to reference. (If more than three, list on a separate sheet of paper.)	_____		
	_____		
	_____		

### SECTION II - PROFESSIONAL FITNESS

If you answer "yes" to any of the questions in Section II, provide a complete explanation on a separate sheet of paper, including duties, circumstances, and any supporting documentation.

Yes    No

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you ever been dismissed, discharged or fired from any employment?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you ever resigned from or otherwise left any employment while allegations of misconduct or poor performance on your part were pending or under investigation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever terminated your employment (voluntarily or under threat of termination) before your contract had been fully completed?                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have you ever been disciplined by a past or present employer?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Are you currently the subject of any investigation or inquiry because of allegations of misconduct unprofessional conduct, or harassment by an employer?           |

### SECTION III - CRIMINAL HISTORY

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you ever been convicted of any crime? (Note: For the purpose of this question, "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended or deferred). You need not list <u>traffic</u> violations for which a fine of less than \$150 was imposed. |
|--------------------------|--------------------------|--|

Yes No

2. a. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Washington?

b. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in any other state, province, territory, and/or country?

If you have answered "yes" to question 1 or 2 of Section III, please provide the following:

- a. A detailed statement including what occurred, the nature of the offense, charge or warrant;
- b. The name and address of the arresting agency;
- c. The date of the arrest;
- d. The final disposition, if any;
- e. If a court was involved, the name and address of the court;
- f. The complete arrest report and sentence and judgment; and
- g. A complete driving abstract for five years if the arrest was driving related.

3. Are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is "yes", identify agency and location (street, address, city, state): \_\_\_\_\_

\_\_\_\_\_

A "yes" answer to questions 1 through 3 above will not necessarily bar you from employment.

#### SECTION IV - FITNESS

Yes No

1. Are you able to perform the essential job functions of the certificated/classified position, for which you have applied, with or without reasonable accommodation?

2. Do you currently use illegal drugs?

3. Have you used illegal drugs in the last year? If your answer is "yes", explain on a separate sheet of paper.

4. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor?

5. Have you ever been found in any dependency or domestic relation matter to have physically abused any person?

If you answered "yes" to questions 4 or 5, attach copies of any court orders entered in the above proceeding.

#### DECLARATION

I, \_\_\_\_\_ certify (or declare) under the penalty of perjury under the laws of the State of Washington that the foregoing and all information included in the application is true and correct.

If the information provided or answer(s) to any question on the application or Pre-Employment Background Questionnaire change prior to my being hired, I understand that I must immediately notify the Deer Park School District.

I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of employment or immediate termination of employment. I further understand that applicants are employed on a conditional basis pending completion of a background investigation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City/State

Deer Park School District No. 414  
Equal Opportunity Employer  
P. O. Box 490 - Deer Park, WA 99006  
Phone (509)464-5500 - Fax (509)464-5510

Date \_\_\_\_\_

Applicant's Full Name \_\_\_\_\_  
(Last) (First) (M.I.)

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

In Case of Emergency, Notify: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

**POSITION APPLIED FOR:** \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Administrator         | <input type="checkbox"/> Bus Driver       | <input type="checkbox"/> Mechanic             |
| <input type="checkbox"/> Certificated          | <input type="checkbox"/> Paraprofessional | <input type="checkbox"/> Secretary/Bookkeeper |
| <input type="checkbox"/> Custodial/Maintenance | <input type="checkbox"/> Food Service     | <input type="checkbox"/> Other _____          |

DEER PARK SCHOOL DISTRICT NO. 414 is an equal opportunity employer. For the purpose of effectively maintaining the district's Affirmative Action Plan, we ask you to volunteer this information by completing the following. This is entirely voluntary and will remain confidential. This information will not be filed with or made part of your employment application.

**GENDER:**  Female  
 Male

**ETHNIC BACKGROUND:**  American Indian  
 Asian  
 Black  
 Caucasian  
 Hispanic  
 Other \_\_\_\_\_

**DISABLED:**  Yes  
 No

(Persons with physical, mental or sensory impairments that would impede obtaining and maintaining permanent employment and promotional opportunities. The impairments must be material rather than slight; static and permanent in that they are seldom fully corrected by medical replacements, therapy or surgical means.)

**PLEASE CHECK HERE IF THIS STATEMENT APPLIES:** I understand that the above information requested of me will not be used to impede my obtainment and maintenance of employment and/or promotional opportunities in Deer Park School District No. 414; nonetheless, it is my decision to refuse providing the data in response to any or all of the above questions.

*The Deer Park School District No. 414 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all district employment opportunities. Inquiries regarding compliance and grievance procedures may be directed to: Compliance officer, P.O.Box 490, Deer Park, WA 99006, (509)464-5500.*