

INFORMATION FOR APPLICATIONS
Classified 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, a **completed Deer Park School District Application Form** including **Applicant Disclosure Form** must be presented to the personnel office by the closing date associated with the posted vacancy. Also include a letter of application for the position(s) you are interested in. Resumes may be attached but completion of the application form is required. Some postings may require additional information that should also be submitted before the closing date.

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. When applicable, competency tests will be administered during or before the time of a personal interview.

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, sex 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, sex, religion, or national origin.
4. Regulations implementing Title IX of the Education Amendments of 1972 states:

" No person shall, on the basis of sex, 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 sex 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.

JOB SKILLS

Office

- Typing wpm _____
- Shorthand wpm _____
- Dictaphone _____
- Computer _____
- Switchboard _____
- Office Machines _____
- Bookkeeping _____
- Accounting _____
- Other _____

Yrs. Exp. _____

Educational Aids

- (Also check appropriate boxes above in "OFFICE")
- Library Experience _____
 - Chapter I Experience _____
 - Proficient in Sign Language _____
 - ESL Skills _____
 - Child Development Training _____
Describe _____
 - Classroom Experience – List Grade Levels _____
 - Experience with handicapped Children _____
Describe _____
 - Experience with behaviorally aggressive students _____
 - Able to lift handicapped children _____
 - Willing to feed and toilet handicapped students _____

Yrs. Exp. _____

Bus Driver/Mechanic

- Current bus drivers certificate _____
- Intermediate or combination endorsement _____
- Gs Engine Mechanic Experience – Yrs _____
- Diesel Engine Mechanic Experience – Yrs _____
- Bus Mechanic Experience – Yrs _____
Describe _____

Food Service

- Baking _____
- Large Qty preparation _____
- Menu planning _____
- Fast Food _____
- Food Handlers Permit _____
- Supervisory _____
- Other _____

Yrs. Exp. _____

Custodial/Maintenance

- Electrical _____
- Carpentry _____
- HVAC _____
- Maintenance _____
- Plumbing _____
- Other _____

Yrs. Exp. _____

PERSONAL

- Yes No Do you have a valid Washington State Drivers License? Number _____
- Yes No Have you been cited for any moving violation in the past five (5) years? _____
If yes, list type of violation and action taken: _____
- Yes No Do you have a valid first aid card? Date of issue _____
- Yes No Do you have a valid CPR card? Date of issue _____
- Yes No Within the last ten years have you plead guilty, been convicted, fined, imprisoned or placed on probation for violation of any law, police regulation or ordinance (excluding minor traffic violations)? (A conviction record will not necessarily bar you from employment.) If yes, list each violation: _____
- Yes No Were you previously employed by the Deer Park School District? If so, list dates and position held: _____
- Yes No Have you retired from a Washington State retirement system? _____

List any relatives now employed by Deer Park School District: _____

PERSONAL REFERENCES

| Name and Occupation | Address | Phone Number |
|---------------------|---------|--------------|
| 1. | | |
| 2. | | |
| 3. | | |

I hereby authorize Deer Park School District to inquire as to my record with any or all of my former employers or references with no liability arising therefrom. I hereby guarantee the correctness of the above statements. The making of any false statement herein will be sufficient cause for dismissal.

Signature

Date

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)

| | | | | |
|----|---|--------------|----------|--------|
| 1. | NAME: | Last | First | Middle |
| 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
TRANSPORTATION DEPARTMENT**

**SUPPLEMENT
To Classified Application**

If you are interested in applying for a position with the Transportation Department, please complete this supplemental page.

References

Please list additional references for driving experience:

| Name | Phone Number |
|------|--------------|
| | |
| | |
| | |

Equipment

Types of Vehicles Driven

Number of Years

| Types of Vehicles Driven | Number of Years |
|--------------------------|-----------------|
| | |
| | |
| | |
| | |
| | |

Training

Please list driver instruction courses taken:

Endorsements

Please list all drivers license endorsements held:

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

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, N. 428 Main, P.O. box 490, Deer Park, WA 99006, (509)464-5500.