



Kittitas School District #403

505 North Pierce Street
PO BOX 599
Kittitas School District
Phone: (509) 968-3115
Fax: (509) 968-4730

"Home of the Kittitas Coyotes"

EMPLOYMENT APPLICATION

Substitute

() Classified
() Certificated

PLEASE TYPE OR PRINT IN BLACK or BLUE INK ONLY.

Application Date: _____

Full Name: _____
Last First Middle

Other Name(s) Under Which Records May Be Listed: _____

Present Address _____ Telephone () _____
Street City State Zip

Permanent Address _____ Telephone () _____
Street City State Zip

Do you have relatives employed at Kittitas Public Schools? [] No [] Yes If yes, state name(s) and job title(s)

Check here if you are a former or current Kittitas School District employee [] Date(s) employed from ____ to ____
Work Location _____ Assignment _____ Reason for Leaving _____

GENERAL INFORMATION

- 1. Applicants applying for certificated teaching or administrative positions must submit, along with this application, a formal letter of application, resume, copy of the professional educational certificate(s) and university placement files. Applicant materials are to be submitted directly to Superintendent's Office.
- 2. Substitute applicants are required to annually return district "Notification of Substitute Employment" forms to remain on the district sub-list. The notification form will be mailed by the business office no later than August of each school year for replacement on the upcoming years sub-list. If the form is not returned to the business office, substitute file will be treated as archived file and substitute will be required to reapply for the district sub-list.

EEO POLICY STATEMENT

Kittitas School District 403 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex or disability. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator.

Title IX/RCW 28A.640 compliance officer & Section 504/ADA coordinator: District Superintendent

ACADEMIC INFORMATION

Last High School Attended: _____ Location: _____ Last Date Attended: _____

| College - List in Order of Attendance | Location | Dates of Attendance | | Credits Earned (Indicate Semester or Quarter Hrs.) | Degree |
|---------------------------------------|----------|---------------------|-------|--|--------|
| | | From | Until | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Major _____ No. Hours ____ Minor _____ No. Hours ____

Other Major _____ No. Hours ____ Other Minor _____ No. Hours ____

Praxis/ West-E / West-B: Administered By: _____ Date: _____

CERTIFICATION INFORMATION - if applicable

| Type of Certificate | Certificate Number | Issue Date | Expiration Date | State |
|---------------------|--------------------|------------|-----------------|-------|
| | | | | |
| | | | | |
| | | | | |

Certificate Endorsement(s): _____

If you do not hold a current Washington State Teaching, Educational Staff Associate or Administrative Certificate, have you applied for one? Yes ____ No ____ If Yes, when? _____

The Kittitas School District values applicants with bilingual skills. Please list languages other than English in which you can converse or can read or write: _____

REFERENCES

(Principals, supervisors, or others with firsthand knowledge of your professional performance.)

| Name | Occupation | Address | Daytime Phone |
|------|------------|---------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

WORK EXPERIENCE**List in chronological order. Do not include student teaching or substitute teaching assignments.**

| | |
|--|--|
| <u>Company/Employer</u> | Dates of employment From _____ To _____ |
| Address | Company telephone: () |
| Supervisor's name and title | Salary start \$ _____ Salary end \$ _____ |
| Supervisor's phone () | |
| Your job title or position held | Number of hours worked per week |
| Describe your duties | Reason for leaving |
| <u>Company/Employer</u> | Dates of employment From _____ To _____ |
| Address | Company telephone: () |
| Supervisor's name and title | Salary start \$ _____ Salary end \$ _____ |
| Supervisor's phone () | |
| Your job title or position held | Number of hours worked per week |
| Describe your duties (For teaching positions included grades and subjects taught.) | Reason for leaving |
| <u>Company/Employer</u> | Dates of employment From _____ To _____ |
| Address | Company telephone: () |
| Supervisor's name and title | Salary start \$ _____ Salary end \$ _____ |
| Supervisor's phone () | |
| Your job title or position held | Number of hours worked per week |
| Describe your duties (For teaching positions included grades and subjects taught.) | Reason for leaving |
| <u>Company/Employer</u> | Dates of employment From _____ To _____ |
| Address | Company telephone: () |
| Supervisor's name and title | Salary start \$ _____ Salary end \$ _____ |
| Supervisor's phone () | |
| Your job title or position held | Number of hours worked per week |
| Describe your duties (For teaching positions included grades and subjects taught.) | Reason for leaving |

For Certificated Sub-list applicants only:

Was all teaching experience listed above FULL TIME UNDER CONTRACT? Yes __ No __ (If NO, explain in detail below.)

Total number of years of contracted teaching experience: Public _____ Private _____

Are you a member of the Washington Teachers Retirement System? Yes ___ No ___

If Yes, which Plan? [] Plan 1 [] Plan 2 [] Plan 3

| SUBSTITUTE TEACHING EXPERIENCE | | | |
|---|---|-------|-------|
| School District/Program Mailing Address | Grades and/or Secondary Subjects Taught | Dates | |
| | | From | Until |
| | | | |
| | | | |
| | | | |
| | | | |

| ADMINISTRATIVE INTERNSHIP /STUDENT TEACHING INFORMATION | | | |
|--|--------------|---------------------|-------------|
| City _____ | School _____ | Grade/Subject _____ | Dates _____ |
| City _____ | School _____ | Grade/Subject _____ | Dates _____ |

1. What experience or preparation have you had which qualifies you for teaching in a small, rural school district?

2. With what type of school schedule or programs have you had preparation or experience (i.e., team-teaching, individualized instruction, flexible schedule, etc.)?

3. Describe the kind of school environment and assignment you prefer.

DISCLAIMER REGARDING JOB SECURITY AND COMPENSATION

DISTRICT EMPLOYEES, OTHER THAN PERSONNEL IN THE DISTRICT'S PERSONNEL OFFICE, ARE NOT AUTHORIZED TO MAKE PROMISES OF A PARTICULAR LEVEL OF COMPENSATION OR BENEFITS TO JOB APPLICANTS FOR CERTIFICATED OR CLASSIFIED POSITIONS. ANY VERBAL OR WRITTEN STATEMENTS TO THAT EFFECT BY DISTRICT EMPLOYEES OTHER THAN EMPLOYMENT SERVICES PERSONNEL ARE NULL AND VOID.

AT-WILL EMPLOYMENT

UNLESS STATED OTHERWISE BY STATUTE OR AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, EMPLOYMENT AT THE DISTRICT FOR ALL EMPLOYEES IS AT-WILL. THIS MEANS THAT THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER PARTY, AT ANY TIME, FOR CAUSE OR NOT FOR CAUSE.

ADDENDUM TO EMPLOYMENT APPLICATION

~~X~~ Are you legally eligible for employment in the United States by virtue of citizenship or other basis of eligibility? [] YES [] NO

~~X~~ Have you ever been discharged by an employer? If yes, please explain. [] YES [] NO

~~X~~ Have you ever resigned from employment under threat of discharge or discipline for misconduct or unsatisfactory performance? If so, please explain. [] YES [] NO

~~X~~ 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 the charges are not still pending, indicate the nature of the charge, the date charged, the 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.)

~~X~~ Have you ever been disciplined for any reason, including unprofessional conduct, by any [] YES [] NO

State Board of Education, or any agency working on behalf of a State Board of Education?
If yes, explain when and why.

[] YES [] NO

~~✂~~ Have you ever had any teaching certificate suspended or revoked? If yes, explain when and why?

Pursuant to Chapter 486, Washington State Laws of 1987, and Chapter 159, Washington State Laws of 1992, I understand that the Kittitas School District will contact the Washington State Patrol, OSPI, and/or the Federal Bureau of Investigation regarding any record of convictions of offenses against persons; adjudications of child abuse in a civil action, disciplinary board final decisions and other crimes and offenses enumerated by statute. **For Certificated Substitute applicants-** I understand that my fingerprints will be required for this process, and that I will be financially responsible for this background check. **For Classified Substitute applicants-** I understand that Kittitas School District will reference the Washington State Patrol database utilizing my name, birthdate, and gender. I understand that my employment with the Kittitas School District is subject to and conditioned upon an acceptable outcome of a criminal history records check.

Please complete attached addendum of relevant questions.

NOTE: A criminal record will not necessarily disqualify you from employment.

- I hereby certify that the information herein is a true and complete statement of my personal and professional record to date.
- I understand that erroneous, misleading or falsified statements on this application or on the addendum shall be considered sufficient cause for dismissal or withdrawal from consideration.
- I agree that if I am selected for addition to the district Substitute list, I will provide proof that I am legally eligible for employment in the United States.
- I agree that I understand substitute employment with Kittitas School District calls for several customary vacation/break periods during the school year. Following each of these periods, as established by the board approved school calendar, I will have continued placement on the district substitute employment list for the remainder of the currently placed school year.
- I understand that in order to remain on the district substitute list I will need to return my Notification of Continued Employment to the Kittitas School District business office on an annual basis.
- I also agree that placement on the substitute list is not intended to create a contract of employment or to alter an existing contract of employment, if any.

I hereby acknowledge receipt of this notice.

Signature of Applicant

Date

VOLUNTARY CONFIDENTIAL CENSUS INFORMATION

NAME _____ Signature _____ GENDER ___ DATE _____

THE INFORMATION ON THIS FORM IS FOR STATISTICAL DATA COLLECTION, AUDITING, AND REPORTING PURPOSES ONLY. THIS INFORMATION WILL BE KEPT CONFIDENTIAL AND FILED SEPARATELY FROM YOUR APPLICATION FOR EMPLOYMENT. IF YOU CHOOSE NOT TO FILL OUT THE INFORMATION ON THIS FORM YOU ARE STILL REQUIRED TO SUBMIT THIS FORM WITH YOUR NAME, SIGNATURE AND DATE.

ETHNIC ORIGIN

ETHNIC CODE: Please select the one most appropriate racial/ethnic group with which you choose to be identified. If you believe that none of the following ethnic codes is appropriate for your background, please indicate your background in the comment section, and a member of the District Personnel Office will assign one of the racial/ethnic codes to you based upon his/her best judgment. A code will be designated for you by a member of the District Personnel Office if you do not choose to respond.

WHITE (CAUCASIAN): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East who does not consider himself or herself as Latino. See permissible codes below.

- WH-White:** A person having origins in the original peoples of Europe, North Africa, or the Middle East but who does not consider himself or herself as Latino, Gypsy or East Indian.
- GY-Gypsy:** A person having origins in the original Gypsy groups in Europe.

AFRICAN AMERICAN/BLACK: A person having origins in any of the black racial groups who does not consider himself or herself as Latino.

- BL-African American/Black**

ASIAN or PACIFIC ISLANDER: A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent (India), or the Pacific Islands. See permissible codes below.

- CH-Chinese:** A person having origins in the original peoples of China.
- JN-Japanese:** A person having origins in the original peoples of Japan.
- FI-Filipino:** A person having origins in the original peoples of the Philippine Islands.
- KO-Korean:** A person having origins in the original peoples of Korea.
- VI-Vietnamese:** A person having origins in the original peoples of Vietnam.
- SO-Southeast Asian:** A person having origins in the original peoples of Cambodia, Laos, Thailand, Indonesia, Burma or Malaysia.
- OA-Other Asian or Pacific Islander:** A person having origins in the original peoples of Asia or the Pacific Islands not listed above. For example, Tibet, Eastern Siberia, Guam, Tahiti, Hawaii or the native people of Australia.
- EI-East Indian:** A person having origins in the original peoples of India, Ceylon and, in some cases, Pakistan.

AMERICAN INDIAN or ALASKAN NATIVE: A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. See permissible codes below.

- AI-American Indian:** A person having origins in any of the original peoples of what is now the United States or Southern Canada.
- AN-Alaskan Native:** A member of the Aleut, Eskimo or other native American group having origins in the original peoples of Alaska.

LATINO: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. See permissible codes below.

- LI-Latino Indian:** A person having origins in the original peoples of the Americas.
- LB-Latino Black:** A Latino person having origins in any of the black racial groups.
- LW-Latino White:** A Latino person having origins in any of the original peoples of Europe, North Africa, the Middle East or the Indian subcontinent.
- LA-Latino Asian or Latino Pacific Islander:** A Latino person having origins in any of the original peoples of Asia or the Pacific Islands. For example, some Filipinos may consider themselves to be Latino Asian or Latino Pacific Islander.

If none of the above 18 ethnic codes seems appropriate, please indicate your background_____

Kittitas School District
Staff –IT Network Acceptable Use Terms and Conditions

In order to allow staff/user to use the Kittitas District Technology System; including computer equipment, videoconferencing and/or teleconferencing equipment, software, network(s), and Internet access; the following Acceptable Use Terms and Conditions have been established:

- The user agrees not to use any part of the District System to harm or disrupt other people, their work, any network, hardware, software, or data. The staff/user will not send, install, or create a computer virus or use the District System in a way that violates District Policy.
- The Staff/user will keep their password confidential and will not reveal others' addresses, phone numbers, or passwords.
- The Staff/user understands that the use of the District computers and network for non academic use is only permitted with the approval of the Network Administrator.
- The Staff/user may not use the District System for financial gain or to support or oppose political candidates, groups, or ballot measures.
- The Staff/user will not access, submit, publish, display, and/or install on or through the District System any defamatory, harassing, obscene, sexually explicit, threatening, or illegal material or other material that is disruptive to the educational environment.
- The Staff/user will not use the District System to encourage use of alcohol/controlled substances or violence against others or access sites that do so.
- The Staff/user will treat the files of others as private and will not access anyone's folders, work, or files without that person's permission or that of the Superintendent or designee. The Staff/user will not attempt to use another person's login or password.
- The Staff/user understands and consents to the fact that actions taken on or through the network may be recorded and replayed, including, but not limited to, audio and video recordings through teleconferencing, videoconferencing, and/or creation of multimedia projects.
- The Staff/user agrees not to install any software on school district computers without prior approval from Network Administrator.
- The Staff/user will not install or transmit copyrighted material through the District System illegally.
- The Staff/user will not attempt to bypass any district filtering or security software. When accessing other networks or systems through the District System the staff/user will abide by all rules of that network or system.
- The Staff/user and parent are aware that some sites accessible through the District System may contain defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, offensive, or illegal material and the student and parent understand that the Kittitas School District does not condone the use of such materials. Parents of minors should be aware that the filtering software used by the district is not infallible and that users may be able to access inappropriate materials.
- The student understands that the district has the right to reformat any system's drives and/or remove/relocate any given data or computer at any time and is not responsible for any loss of data.
- The staff/user understands and agrees that use of the District System is at their own risk and the Kittitas School District is not liable for harm suffered by any party as a result of using the District System. Opinions, advice, services and all other information expressed or displayed by others on, through, or about the District System are not those of the Kittitas School District.
- The staff/user agrees to be accountable for their actions. If the staff/user intentionally or recklessly inflicts any damage or harm on any portion of the District System or to any party through the District System, the staff/user will be subject to discipline and restitution. If the staff/user observes other staff/user violating these terms and conditions, violators will be reported to principal or Network Administrator.
- The staff/user may not use the District System to participate in any activities that violate state or federal law, school district policy, or these Terms and Conditions. The staff/user will abide by all terms listed at www.kittitas.wednet.edu.
- All KSD laptops will be turned in one day a month in order to manage the systems. The laptops are to be treated as school property and laptop users may not install personal software. Nothing may be installed on these machines unless you have been granted permission from the Network Administrator.
- All staff/users may store educational data on the network servers and will be responsible for maintaining the allocated amount setup for them on the data storage servers. No personal data may be stored on any district machine or server.

I agree to and will abide by the above Terms and Conditions. I understand that if these terms and conditions are violated, appropriate disciplinary action may be imposed, legal action may be taken, and the violation may be forwarded to the authorities for prosecution.

User signature: _____

Date: ____/____/____

User's Full Name (please print): _____

Home Address: _____

Home Phone: _____ Additional Phone: _____