



Green Mountain School District 103

13105 NE Grinnell Road, Woodland, WA 98674

Phone (360)225-7366 FAX (360)225-2217

TO: Prospective Candidates for Classified Positions

RE: CLASSIFIED PERSONNEL APPLICATION PROCESS

We are please that you have selected Green Mountain as a school district in which you would like to be employed. In order to be considered for employment, the following application process must be followed:

- Submit a letter of application with an up-to-date resume'
- Submit the enclosed district application form filled out completely
- Complete the Applicant Disclosure Form Pursuant to Chapter 486, Laws of 1987
- ALL applicants must have a social security card and a valid driver's license or Department of Licensing "Identicard" in order to be considered for employment. A non-driver identification card may be obtained through any driver license examining office

At this point you should be apprised of the hiring process which may include, but is not limited to, the following:

1. Fingerprinting/background check (Chapter 486, Washington State Laws of 1987)
2. References (former employers) will be contacted
3. Initial interview by telephone when deemed appropriate
4. Personal interview (a representative of the district will contact you should you be selected for an interview)
5. Recommendation of the candidate to the Board of Directors

All applicants will receive written notice when the position has been filled. Thank you for your interest in Green Mountain School.

Sincerely,



Green Mountain School District 103

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CLASSIFIED Employment Application

Name _____ Social Security Number _____

Address _____
Street City State Zip Code

Home Phone _____ Business/Message Phone _____

Job Preference: Please designate in order of preference the type of position you are applying for by writing the numerals 1, 2, 3 (1st, 2nd, 3rd choice, if applicable).

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Custodial | <input type="checkbox"/> Food Services |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Secretarial/Clerical | <input type="checkbox"/> Teacher Assistant |
| <input type="checkbox"/> Other _____ | | |

Schedule Preference:

- | | | |
|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Substitute (On call) |
|------------------------------------|------------------------------------|---|

Educational and Professional Training:

Name of School and Location	# of years	Degree/Certificate	Major
_____	_____	_____	_____
High School/G.E.D.			
_____	_____	_____	_____
College or University			
_____	_____	_____	_____
Technical, Business or other			

Personal and Professional References:

Name	Relationship	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT HISTORY

Please fill out completely starting with your current or last position.

Employer Name _____ Phone _____

Address _____
(Street) (City) (State) (Zip Code)

Title or Position _____ Supervisor _____

Your Specific Duties _____

Date of Employment: From _____ To _____ Part-time ____ Full-time ____
Month/Year Month/Year

Reason for Leaving _____

May we contact this employer for a work reference? Yes No

Employer Name _____ Phone _____

Address _____
(Street) (City) (State) (Zip Code)

Title or Position _____ Supervisor _____

Your Specific Duties _____

Date of Employment: From _____ To _____ Part-time ____ Full-time ____
Month/Year Month/Year

Reason for Leaving _____

May we contact this employer for a work reference? Yes No

Employer Name _____ Phone _____

Address _____
(Street) (City) (State) (Zip Code)

Title or Position _____ Supervisor _____

Your Specific Duties _____

Date of Employment: From _____ To _____ Part-time ____ Full-time ____
Month/Year Month/Year

Reason for Leaving _____

May we contact this employer for a work reference? Yes No

Employer Name _____ Phone _____

Address _____
(Street) (City) (State) (Zip Code)

Title or Position _____ Supervisor _____

Your Specific Duties _____

Date of Employment: From _____ To _____ Part-time ____ Full-time ____
Month/Year Month/Year

Reason for Leaving _____

May we contact this employer for a work reference? Yes No

Employer Name _____ Phone _____

Address _____
(Street) (City) (State) (Zip Code)

Title or Position _____ Supervisor _____

Your Specific Duties _____

Date of Employment: From _____ To _____ Part-time ____ Full-time ____
Month/Year Month/Year

Reason for Leaving _____

May we contact this employer for a work reference? Yes No

Employer Name _____ Phone _____

Address _____
(Street) (City) (State) (Zip Code)

Title or Position _____ Supervisor _____

Your Specific Duties _____

Date of Employment: From _____ To _____ Part-time ____ Full-time ____
Month/Year Month/Year

Reason for Leaving _____

May we contact this employer for a work reference? Yes No

BRIEF PERSONAL STATEMENT about certificates, skills, training, and/or abilities as they relate to the position(s) for which you are applying.

DECLARATION

I hereby certify that the information herein is a true and complete statement of my personal and professional record to date. Willful falsification of information on this form shall be grounds for immediate dismissal or withdrawal of application from consideration.

I agree that if I am employed, I will provide verification of my previous experience.

Signature of Applicant Date

**GREEN MOUNTAIN SCHOOL DISTRICT 103
APPLICANT DISCLOSURE FORM
PURSUANT TO CHAPTER 486, LAWS OF 1987**

Pursuant to RCW 43.43.830 through 834, RCW 9.96A.020, and RCW 10.97.030 and 050, prospective employees or volunteers who will or may have unsupervised access to children under sixteen years of age during the course of his or her employment or involvement with Green Mountain School must complete this disclosure. Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, 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(6), 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, second, or third 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 below.

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?

ANSWER _____ If YES, explain below.

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 below.

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?

ANSWER _____ If YES, explain below.

Green Mountain School District 103 is authorized to request the Washington State Patrol to make available a prospective employee's or volunteer's record for convictions or offenses against children or other persons, adjudications of child abuse in civil action, disciplinary board final decisions, and any subsequent criminal charges associated with the conduct that is the subject of the disciplinary board's final decision. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of the 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 forgoing is true and correct.

Applicant Signature _____

Date and Place _____



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Voluntary, Confidential Information For Affirmative Action Purposes

Date _____

Information derived from this questionnaire is for statistical purposes and will not be filed or made part of your application or personnel file. Green Mountain School District 103 is committed to ensuring equal employment opportunities for all persons without regard to race, color, creed, religion, national origin, age, sex, marital status, or the presence of any sensory, mental or physical disability, except as may be necessary to meet a bona fide occupational qualification.

Name _____

Address _____
Street City State Zip

Position Applying For _____

Male _____ Female _____

Racial/Ethnic Group

_____ American Indian or Alaskan Native

_____ Asian or Pacific Islander

_____ Black, not of Hispanic Origin

_____ Hispanic

_____ White, not of Hispanic Origin

_____ Protected Age Group (40 years of age or over)

_____ Vietnam Era Veteran (8/5/64—5/7/75)