



# Green Mountain School District 103

13105 NE Grinnell Road, Woodland, WA 98674

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

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TO: Prospective Candidates for Certificated Positions

**RE: CERTIFICATED 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 information must be received by our office:

- Letter of interest
- Up-to-date resume'
- District application form filled out completely (enclosed)
- Applicant Disclosure Form Pursuant to Chapter 486, Laws of 1987 (enclosed)
- Transcripts from institutions you have attended (unofficial copies acceptable)
- Current college placement file
- Photocopies of valid Washington State certificates

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,



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## CERTIFICATED Employment Application

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Home Phone \_\_\_\_\_ Business/Message Phone \_\_\_\_\_

**Job Preference:** Please enter the teaching area you are certified for and interested in, in order of preference.

- Elementary (K-6)     
  Special Education     
  Specialist (specify below) \_\_\_\_\_  
 Junior High (7-8)     
  Administration \_\_\_\_\_  
 Other \_\_\_\_\_

### Schedule Preference:

- Full Time     
  Part Time     
  Substitute (On call)

**Certification:** Please list the current, valid Washington state certificates which have actually been issued to you or which you have applied for. Remember to send a photocopy of your certificates.

	Type	Expiration Date	Application Date	Endorsements
TEACHING				
ESA				
VOCATIONAL				
ADMINISTRATIVE				

**References:** (Please list principals and supervisors who are familiar with your professional success.)

Name	Position	Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EDUCATION:** (Begin with most recent)

Colleges and Universities	Dates	Major	Minor	Degree	Date Degree Granted

**STUDENT TEACHING, PRACTICUM, OR ADMINISTRATIVE INTERNSHIP:**

School and Location	Grade/Subject	Dates	# of Weeks

**EXPERIENCE:** (Contractual teaching/administration. Begin with most recent.)

School and Location	Grade/Subject	Dates	Years in Location	Reason for Leaving

**SUBSTITUTE TEACHING:**

School District & Location	Days/Year	Year

School District & Location	Days/Year	Year

**SPECIAL TRAINING:** Please list any special training you have received which is pertinent to the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER WORK EXPERIENCE:** Please include only most recent or pertinent experiences.

Type of Work/Position	Employer & Location	Dates	Years

**EXTRACURRICULAR ACTIVITIES:** Please list activities you are capable and willing to supervise. (Sports, music, technology, etc.)

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**PROFESSIONAL ACTIVITIES AND INTERESTS:** Please include workshops, organizations, curriculum work, awards, etc.

Activity	Date

**PROFESSIONAL INFORMATION:** (If YES, attach a statement explaining circumstances and disposition.)

Yes      NO



1. Within the last seven years have you ever pled 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.



2. Have you ever been dismissed, discharged (excluding layoff), non-renewed (excluding R.I.F.), or forced to resign for misconduct or unsatisfactory service?



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

**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.

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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.

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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.

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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.

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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)

**Green Mountain School District 103 is an Equal Opportunity Employer**