

Naselle-Grays River Valley School District No. 155

793 State Route 4

Naselle, WA 98638

(360) 484-7121 FAX (360) 484-3191

AN EQUAL OPPORTUNITY EMPLOYER

Dear Classified Applicant:

Thank you for your interest in our school district. Enclosed are your application materials. Please read them carefully. Once your application and other required documents have been received by Personnel, your file will be reviewed. **Applications will not be kept active after December 1 of each year, unless renewed at the request of the applicant.**

Your file will be screened to determine if you are eligible for an interview. You are encouraged to contact the Personnel Office to inquire about the status of your application and/or any open position for which you apply.

As a reminder, the following documents are **required** to complete your application:

1. **Naselle-Grays River Valley School District Application Form.**
2. **General Cover Letter** stating your qualifications for the type of positions in which you are interested.
3. **Current Resumé.**
4. **Applicant Disclosure Statement (Insert B)** This form must be completed by all applicants.

Insert A, Optional Confidential Data Form, is voluntary and is not required to complete your application. You may also attach additional current data such as awards, additional references, or letters.

When an offer of employment is made, new employees who will or may have unsupervised access to children, developmentally disabled persons, or vulnerable adults must complete a background check for criminal history, including a fingerprint check, by the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI), as well as a current written disclosure of specified criminal convictions and civil or disciplinary board findings. Any offer of employment is conditional upon the successful outcome of the criminal history background check and approval by the District's Board of Directors.

If you have further questions, please call our office at (360) 484-7121.

The Naselle-Grays River Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Lisa Nelson, Supt.
793 State Route 4
Naselle, WA
360.484.7121. Ext. 3
lnelson@naselleschools.org

Section 504/ADA Coordinator

Justin Laine
793 State Route 4
Naselle, WA 98638
360.484.7121 Ext. 1
jlaine@naselleschools.org

Civil Rights Compliance Coordinator

Lisa Nelson, Supt.
793 State Route 4
Naselle, WA
360.484.7121. Ext. 3
lnelson@naselleschools.org

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Naselle, WA. 98638

(360) 484-7121 (360) FAX 484-3191

AN EQUAL OPPORTUNITY EMPLOYER

Classified Application for Employment

Name:

Last First Middle

Email:

Address:

City: State: Zip: _____

Current Home Phone: Cell Phone: _____

Other name(s) under which references or other employers know you: _____

POSITION(S) FOR WHICH YOU ARE APPLYING

- Clerical
- Food Service
- Bus Driver
- Para Educator
- Grounds
- Custodial
- Maintenance
- Coach
- Substitute (Para Educator, Food Service, Custodial, Clerical, Bus Driver)
- Other-----

EDUCATION/TRAINING

| School Name/Location | High School | | | | Vocational Training/School | | | | Undergraduate College/University | | | | Graduate Professional | | | |
|--|-------------|----|----|----|----------------------------|---|---|---|----------------------------------|---|---|---|-----------------------|---|---|---|
| | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Years Completed (Circle Last Year) | | | | | | | | | | | | | | | | |
| Diploma/Degree & Year of Graduation | | | | | | | | | | | | | | | | |
| Dates Attended | | | | | | | | | | | | | | | | |
| Course of Study | | | | | | | | | | | | | | | | |
| | <i>Date</i> | | | | <i>Where</i> | | | | <i>When</i> | | | | <i>What</i> | | | |
| Describe any specialized training or apprenticeship. | | | | | | | | | | | | | | | | |
| Describe any honors you have received. | | | | | | | | | | | | | | | | |

EMPLOYMENT EXPERIENCE

- Start with your present or last job. Include any job-related military service assignments and volunteer activities.

| | | | | |
|----|---------------------|------------------------------------|--|------------------|
| 1. | Employer | Dates Employed | | Duties Performed |
| | | Month / Year | | |
| | Address | From: | <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer | |
| | | To: | | |
| | Telephone Number(s) | Hourly Rate/Salary | | |
| | | Starting | / | Final |
| | Job Title | Full Time <input type="checkbox"/> | \$ / \$ | |
| | | Part Time <input type="checkbox"/> | | |
| | Supervisor Name | Reason for Leaving | Number of Employees in Organization: | |
| 2. | Employer | Dates Employed | | Duties Performed |
| | | Month / Year | | |
| | Address | From: | <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer | |
| | | To: | | |
| | Telephone Number(s) | Hourly Rate/Salary | | |
| | | Starting | / | Final |
| | Job Title | Full Time <input type="checkbox"/> | \$ / \$ | |
| | | Part Time <input type="checkbox"/> | | |
| | Supervisor Name | Reason for Leaving | Number of Employees in Organization: | |
| 3. | Employer | Dates Employed | | Duties Performed |
| | | Month / Year | | |
| | Address | From: | <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer | |
| | | To: | | |
| | Telephone Number(s) | Hourly Rate/Salary | | |
| | | Starting | / | Final |
| | Job Title | Full Time <input type="checkbox"/> | \$ / \$ | |
| | | Part Time <input type="checkbox"/> | | |
| | Supervisor Name | Reason for Leaving | Number of Employees in Organization: | |
| 4. | Employer | Dates Employed | | Duties Performed |
| | | Month / Year | | |
| | Address | From: | <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer | |
| | | To: | | |
| | Telephone Number(s) | Hourly Rate/Salary | | |
| | | Starting | / | Final |
| | Job Title | Full Time <input type="checkbox"/> | \$ / \$ | |
| | | Part Time <input type="checkbox"/> | | |
| | Supervisor Name | Reason for Leaving | Number of Employees in Organization: | |
| 5. | Employer | Dates Employed | | Duties Performed |
| | | Month / Year | | |
| | Address | From: | <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer | |
| | | To: | | |
| | Telephone Number(s) | Hourly Rate/Salary | | |
| | | Starting | / | Final |
| | Job Title | Full Time <input type="checkbox"/> | \$ / \$ | |
| | | Part Time <input type="checkbox"/> | | |
| | Supervisor Name | Reason for Leaving | Number of Employees in Organization: | |

PERSONAL REFERENCE

- Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

SPECIAL SKILLS AND QUALIFICATIONS

- Summarize special job-related skills and qualifications acquired from employment or other experience.

ACTIVITIES

- List professional, trade, business, civic or educational related activities and offices held. (You may exclude memberships which reveal race, gender, creed, color, national origin, age, or disabilities.)

EMPLOYMENT HISTORY

- Are you presently employed? No Yes If yes, with whom? _____
- What is your present position (Title)? _____ Are you a former employee of our District? _____
If so, dates and position: _____
- Have you ever been dismissed, discharged or have you separated employment in order to avoid discipline or discharge? No Yes (Provide an explanation.) _____

- Are you presently involved in an employment situation where discharge or discipline is being discussed? No Yes
- Have you been convicted of any crime involving child abuse, child molestation, assault, rape, coercion, embezzlement, fraud, theft, robbery, extortion, blackmail or any crime which involved drugs? No Yes *If yes, explain the nature of crime, place and date. A conviction record will not necessarily bar you from District employment:* _____

Name, relationship, and position of relative(s) now working for Naselle-Grays River Valley School District: _____

Naselle-Grays River Valley School District No. 155

INSERT A

OPTIONAL CONFIDENTIAL DATA FORM

The Naselle-Grays River Valley School District complies with all federal and state rules and regulations and does not discriminate based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The District is an equal opportunity employer, supports the spirit, policies, and practices of affirmative action, and has implemented programs to address the diversity of our community. Your response to the following questions will assist the District in accurately reporting their employment practices to state and federal agencies.

PRINT NAME: _____
Last First Mi.

Sex: Male Female Aged (40 and above)

Disabled: No Yes—If yes, and you need assistance during the application process, please contact our Personnel office.

I consider myself a member of the following ethnic group:

- Asian or Pacific Islander Black
 Caucasian Hispanic American
 Native American Indian/Alaskan Native*

*If you have identified yourself as Native American Indian/Alaskan Native, please answer the following questions:
 I am affiliated with the _____ Tribe.
 I am an enrolled member of this tribe. Yes No
 Other (please specify) _____

DISABLED AND VIETNAM-ERA AFFIRMATIVE ACTION PROGRAM

This supplemental information is confidential and for record keeping only. Your responses will be kept separate from other documents relating to your application. This document will not be used by the individuals who process your application.

- A. Veteran:** I am a Veteran of the United States Armed Services. Yes No
- B. Vietnam-Era Veteran:** The term "Vietnam-Era Veteran" means a person who, 1) served on active duty for a period of more than 180 days, any part of which occurred during August 5, 1964 through May 7, 1975 and was discharged or released therefrom with other than a dishonorable discharge, or 2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed during the Vietnam Era.
I meet the definition provided for "Vietnam-Era Veteran" Yes No
- C. Disabled Veteran:** The term "Disabled Veteran" means a person entitled to disability compensation under laws administered by the Veterans' Administration for a disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
I meet the definition provided for "Disabled Veteran" Yes No

How did you learn about our School District and/or this position?

Walk In Advertisement Job Posting Newspaper Placement Center Recruitment/Job Fair

Referred by: Friend Other (Specify) _____

HUMAN RESOURCES
 Naselle-Grays River Valley School District
 793 State Route 4
 Naselle, WA. 98638
 (360) 484-7121 FAX (360) 484-3191

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 continued employment with Naselle-Grays River Valley 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.

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

| 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 on your part were pending or under investigation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever been disciplined by a past or present employer because of allegations of misconduct? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part or have you ever been found to be guilty of misconduct or harassment by an employer? |

If you answer "yes" to questions 1 through 4, give a complete explanation, including duties, circumstances, and any supporting documentation on a separate sheet of paper.

SECTION III - CRIMINAL HISTORY

1. CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred or suspected sentence occurred.)

- | | | |
|---|---|---|
| <input type="checkbox"/> Custodial Assault | <input type="checkbox"/> First, Second, or Third Degree Child Molestation | <input type="checkbox"/> First or Second Degree Manslaughter |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child | <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> First, Second, or Third Degree Rape |
| <input type="checkbox"/> First, Second, or Third Degree Assault | <input type="checkbox"/> Patronizing a Juvenile Prostitute | <input type="checkbox"/> Prostitution |
| <input type="checkbox"/> Simple Assault | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) | <input type="checkbox"/> First or Second Degree Robbery |
| <input type="checkbox"/> First or Second Degree Custodial Interference | <input type="checkbox"/> Sexual Exploitation of Minor(s) | <input type="checkbox"/> Indecent Liberties |
| <input type="checkbox"/> Incest | <input type="checkbox"/> Communication with a Minor for Immoral Purposes | <input type="checkbox"/> Felony Indecent Exposure |
| <input type="checkbox"/> First, Second, or Third Degree Rape of a Child | <input type="checkbox"/> First Degree Arson | <input type="checkbox"/> Vehicular Homicide |
| <input type="checkbox"/> Child Abandonment | <input type="checkbox"/> First Degree Burglary | <input type="checkbox"/> Unlawful Imprisonment |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> Aggravated Murder | <input type="checkbox"/> Malicious Harassment |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order | <input type="checkbox"/> First or Second Degree Murder | <input type="checkbox"/> Criminal Abandonment |
| <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> First or Second Degree Extortion | <input type="checkbox"/> First or Second Degree Criminal Mistreatment |
| | <input type="checkbox"/> First or Second Degree Kidnapping | <input type="checkbox"/> Promoting Pornography |
| | | <input type="checkbox"/> First Degree Promoting Prostitution |

CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

- Yes No
 2. Have you been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult as defined in Chapter 43.43.830(6) RCW as amended, and listed as follows: First, second, or third degree extortion; First or second degree robbery; First, second, or third degree theft; Forgery, or any of these crimes as they may be renamed in the future?
- Yes No
 3. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abuse any minor?
- Yes No
 Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor, or to have physically abused any minor?
- Yes No
 4. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?
- Yes No
 5. Have you ever been found in any disciplinary board final decision, or by the director of the department of licensing in the following businesses or professions, to have sexually or physically abused any minor, or developmentally disabled person, or to have abused or financially exploited any vulnerable adult: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate brokers, and salespersons?

- | | | |
|---------------------------------|--------------------------------|---|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | 6. 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 or forfeiture of less than \$150 was imposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. a. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Washington? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 answered "yes" to questions 1 through 8 of (Section III), please provide the following:

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

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. 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 6 through 8 above will not necessarily bar you from employment.

SECTION IV - FITNESS

- | | | |
|---------------------------------|--------------------------------|--|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | 1. Are you able to perform the essential functions of a certificated/classified position with or without reasonable accommodation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Do you currently use illegal drugs? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you used illegal drugs in the last year? If your answer is "yes," explain on a separate sheet of paper. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 the Pre-Employment Background Questionnaire change prior to my being hired, I understand that I must immediately notify the Naselle-Grays River Valley 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 continued employment.

Signature

Date

City/State

REMINDER

- Please use the following checklist as your guide to fulfilling the requirements for a complete application file.

✓CHECKLIST

| ☐ Mandatory | ☐ Optional |
|--|--|
| 1. Complete application form, including applicable inserts. | Optional Confidential Data Form (Insert A) |
| 2. A general Cover Letter stating your qualifications for the type of positions for which you are applying. | Any additional current data, such as awards, references, or letters. |
| 3. Current Resumé - A resumé is strongly encouraged for all positions, but is required for supervisory and professional-technical positions. | |
| 4. Applicant Disclosure Statement (Insert B) | |

☐ Applications will remain in active status only through December 1st of each year, unless renewed at the request of the applicant.

CERTIFICATION, AUTHORIZATION AND RELEASE

My signature below authorizes the school district to conduct a background investigation and authorizes the release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: The Washington State Patrol, information from the Federal Bureau of Investigation of either data on all criminal convictions, or certification that no data on criminal convictions are maintained, information from SPI, the Washington or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigation involving me. Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, falsely answered statements made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Naselle-Grays River Valley School District.

Applicant Signature: _____

Date: _____

THE NASELLE-GRAYS RIVER VALLEY SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

EQUAL OPPORTUNITY EMPLOYER

The Naselle-Grays River Valley School District is an equal opportunity educational institution and will not discriminate on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression, veteran or military status, disability, age, use of a guide dog or service animal, and, if applicable, will provide equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance, complaints, and/or reporting procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer Lisa Nelson at 793 State Route 4 Naselle, WA 98638 (360) 484-7121. For 504/ADA concerns contact Justin Laine at the aforementioned phone number or email at jlaine@naselleschools.org

AN EQUAL OPPORTUNITY EMPLOYER

Title II of the Americans with Disabilities Act (ADA), 28 CFR 35.107; Title IX of the Education Amendments of 1972 (Title IX), 34 CFR 106.9; Section 504 of the Rehabilitation Act of 1973 (Section 504); 34 CFR 104.8; Title VI of the Civil Rights Act of 1964 (Title V), 34 CFR 100.6; Boy Scouts of America Equal Access 34 CFR 108.6; chapter 28A.640 and 28A.642 RCW; WAC 392-190-060.

The Title IX officer and Section 504 Coordinator with the responsibility for monitoring, auditing and ensuring compliance with this policy are:

Affirmative Action and Title IX Officer:

Lisa Nelson
Superintendent
(360) 484-7121

Section 504 Officer:

Justin Laine
(360) 484-7121

Individuals who believe that have been discriminated against in any of the District's educational or employment activities can file an internal discrimination complaint with:

Lisa Nelson
Superintendent
(360) 484-7121