

INFORMATION FOR CLASSIFIED SUBSTITUTES
(Para-educators and Secretaries)

All applicants are required to provide the following documents in order for the application file to be complete:

1. Letter expressing interest in the position and qualifications for the position – specifically identify any experience working with children.
2. Current resume
3. District application form
4. Applicant Disclosure form

Once you have been approved to be a classified substitute, you will be notified by the district office to complete the list below of additional documents required to be employed by the district:

1. Employment Eligibility Verification (I-9) form
2. W-4 form
3. SPI Form 1588 (WA State Sexual Misconduct Disclosure Release) for applicants who have been employed by a school district
4. Verification that fingerprints have been taken (employee is responsible for costs involved)

Rochester School District No. 401
10140 Hwy 12 SW
Rochester, WA 98579
Phone: (360) 273-5536 Fax (360) 273-5547

Classified Application

Personal Information

Applicant's Full Name _____
(Last) (First) (M.I.)

Other Name(s) _____
(Please provide any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work or school record.)

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

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

Telephone Numbers
Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____

Position Preference

Check the position for which you are applying: Para-educator

Secretarial / Clerical / Office Custodian Maintenance Coach / Specify Sport _____

Check the type of employment you prefer: 12 months 9 months Full-time Part-time Substitute

Education

List all high schools and colleges attended beginning with most recent.

High School or College	City & State	Course of Study	Diploma/Degree Received	Number of Years

Employment Record

List all work experience including military service beginning with most recent. Attach additional sheet if needed.

Supervisor Name	Employer Name and Address	Phone Number	Job Title	Responsibilities	Dates (Start / End)	Reason for Leaving

References

To be considered for employment, it is the applicant's responsibility to provide the names of at least three reference sources. These sources must include current employer and supervisor, if employed, or last employer and supervisor if not currently employed. These sources should also be people who have first hand knowledge of applicant's character, personality, and skills.

Name	Position/Relationship	Mailing Address	Phone Number
1.			()
2.			()
3.			()

General Information

1. List any special licenses, permits or certificates that you currently hold: _____

2. List any additional training which is applicable to this position (course name, date and length of course):

3. Are you willing to work overtime or weekends as needed? _____
4. Month, day, and year available for employment: _____
5. Are you presently employed? _____ If yes, please provide your supervisor's name and phone number:

6. If presently employed, why do you wish to change? _____

7. Please provide any additional information of your choosing on the following lines: _____

In connection with my application for employment, I give the Rochester School District permission to call all past employers and references listed on this application to verify past employment; inquire about my past job performance and to expressly release any relevant information concerning my past employment.

I expressly release and hold harmless any employer and/or reference I have listed on my employment application from any liability whatsoever in releasing relevant information to the Rochester School District concerning my past employment, including information about my job performance.

Date _____ Signature of Applicant _____

AN EOUAL OPPORTUNITY EMPLOYER

Rochester School District #401 complies with all rules and regulations and does not discriminate on the basis of race, color, national origin, age, gender, sexual orientation including gender identity, marital status, or disability. This holds true for all district employment and opportunities.

Inquiries regarding compliance or appeal procedures may be directed to the school district's Title IX Officer: Will Maus or; Section 504 Coordinator: Joan Halverstadt. Administration Building, 10140 Hwy 12 SW, Rochester, WA 98579, (360) 273-5536.

Disclosure Statement and Background Check: Pursuant to RCW Chapter 43.43 as amended, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the statute. A criminal conviction history record, based on fingerprints, will also be requested from the Washington State Patrol. Employment will be conditional upon the district's receipt of a conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges listed in RCW Chapter 43.43, as amended and receipt of sexual misconduct forms from former school district employers with no indication of such behavior.

Rochester School District is a Drug & Tobacco Free workplace.

Applicant Disclosure Form

Rochester School District No. 401

Please complete the following questions and sign the affidavit. Any falsification or deliberate misrepresentation in the completion of this form including omission of a material fact can be grounds for denial of employment with the Rochester School District.

All required documentation requested below must accompany this form. All questions must be answered. If additional space is required, attach a separate sheet of paper.

SECTION I: PERSONAL INFORMATION (please print or type)

Full Name _____
(Last) (First) (Middle)

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

Home Telephone Number (____) _____

Please list all former names you have used and approximate dates of use. (If more than three, list on a separate sheet of paper.)

_____ Date _____
_____ Date _____
_____ Date _____

SECTION II: PROFESSIONAL FITNESS

If you answer "yes" to questions 1, 2, 3, and/or 4, give a complete explanation, including duties, circumstances and supporting documentation on a separate sheet of paper.

- | Yes | No | |
|-------|-------|--|
| _____ | _____ | 1. Have you ever been dismissed, discharged or fired from an employment? |
| _____ | _____ | 2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation? |
| _____ | _____ | 3. Have you ever been disciplined by a past or present employer because of allegations of misconduct? |
| _____ | _____ | 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 guilty of misconduct or harassment by an employer? |

SECTION III: CRIMINAL HISTORY

If you answer "yes" to questions 1 and/or 2, 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 judgement; and g) the complete driving abstract for five years if the arrest was driving related.

- | | | |
|------------|-----------|--|
| Yes | No | |
| _____ | _____ | 1. Have you ever been arrested for any crime or violation of the law? (Note: If your case was dismissed or your record was sealed, you must answer this question in the affirmative.) You need not list traffic violations for which a fine or forfeiture of less than \$150 was imposed. |
| _____ | _____ | 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? |
| _____ | _____ | 3. Are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is "yes", identify the 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 functions of a certificated/classified position 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 and/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 and this questionnaire is true and correct.

If the information provided or answer(s) to any question(s) on the Applicant Disclosure form change prior to my being hired, I understand that I must immediately notify the Rochester School District.

I understand I must answer this form truthfully and completely. Any falsification or deliberate misrepresentation in the completion of this application including omission of a material fact can be grounds for denial of employment or continued employment.

_____ Signature	_____ Date	_____ City/State
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