

Lopez Island School District #144
Administrative Employment Application

Position applied for: _____ Date: _____

Name

| |
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| |
|--|

Last

First

Middle

Other name (s) under which records may be listed:

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Address:

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Street

City

State

Zip

Home Phone: Fax

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Email address:

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INSTRUCTIONS:

1. Please mail your original application to:

District Office
Lopez Island School District #144
86 School Road
Lopez Island, WA 98261

2. A completed application will include:
 - A letter of interest
 - A completed application form and required materials
 - A current resume of personal history, education, experience and references
 - A current placement file or five letters of recommendation (including one from a supervisor)
 - Transcripts
 - A copy of current Washington State Certificate
 - A schedule of salary history
 - A statement explaining how the candidate's qualifications and experiences meet the District's needs and how the candidate would plan to address the challenges as outlined in the position announcement.
3. Submitted on-line application is acceptable for review purposes however, a mailed original is required.
Email on line applications to: ckrantz@lopez.k12.wa.us

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ACADEMIC PREPARATION

| Name of Institution | City & State | Date From | Date To | Degrees & Date | Major |
|---------------------|--------------|-----------|---------|----------------|-------|
| | | | | | |

CERTIFICATES

List teaching, administrative and special certificates held.

| Type of Certificate | State | Level/Area | Date Issued | Expiration Date |
|---------------------|-------|------------|-------------|-----------------|
| | | | | |

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PROFESSIONAL EXPERIENCE

List your former employers, beginning with current or most recent. (Attach as necessary.)

| Dates: Month/Year | Position Held | Name, Address, Zip Telephone # of Employer | Reason for leaving |
|-------------------|---------------|---|--------------------|
| | | | |

PROFESSIONAL REFERENCES

| Name/Position | District Name/Address | Telephone Number | Permission to check contact (Y or N) |
|---------------|--------------------------|------------------|---|
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PROFESSIONAL MEMBERSHIPS (indicate any offices held)

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HONORS, AWARDS, ACCOMPLISHMENTS (Scholarships, articles or books authored, honorary degrees, citations, special recognitions, workshops, etc.)

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COMMUNITY ACTIVITIES (Voluntary and community service, clubs, etc.)

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PERSONAL ATTRIBUTES (List three or four personal attributes which you feel help assure your success in Lopez Island School District #144.)

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I certify that the information listed on this application is accurate and true.

Signature: Date:

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PERSONAL INFORMATION

Are you a U.S. citizen or are you eligible for lawful employment in the U.S.?

Yes ___ No ___

Have you ever been discharged, excluding lay-off, or forced to resign for misconduct or unsatisfactory service from any position? Yes ___ No ___

If yes, attach a statement explaining the circumstances.

Have you ever pled guilty, been convicted, fined, imprisoned or placed on probation for violation of any law, policy regulation or ordinance, excluding minor traffic violations?

Yes ___ No ___

If yes, attach a statement explaining the circumstance.

All of the information I have provided in this application is true, correct, and complete. I authorize Lopez Island School District #144 to inquire of former employers and/or references and obtain any and all information regarding my job related background. I also authorize Lopez Island School District #144 to check for any conviction(s) on record. I release and waive Lopez Island School District #144, my former employers and all references from any and all liability in obtaining or disclosing such information. I agree that if I have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment.

Applicant's Signature

Date

AUTHORIZATION TO CHECK WORK HISTORY AND RELEASE OF PRIOR EMPLOYERS

I authorize Lopez Island School District #144 to check my references and to investigate any information provided in my application for employment. I further authorize my current and past employers or anyone with information concerning my work history, education, or qualifications to provide such information to Lopez Island School District #144 in response to their inquiry. I agree to hold harmless from liability (suit, claim, or other action) anyone supplying such information to Lopez Island School District #144.

Applicant's Signature

Date

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APPLICANT DISCLOSURE FORM

Pursuant to RCW 43.43.830-834, prospective employees or volunteers who will or may have unsupervised access to children less than sixteen years of age during the course of his or her employment or involvement with this organization 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 crime(s) or finding(s), 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 43.43.83 (5), 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 or second 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 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", attach a statement explaining the circumstances.

2. 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 abused any minor?

ANSWER: If "YES", attach a statement explaining the circumstances.

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", attach a statement explaining the circumstances.

4. Have you ever been found in any disciplinary board's final decision to have sexually or physically abused or exploited any minor?

ANSWER: If "YES", attach a statement explaining the circumstances.

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Lopez Island School District #144 is required to obtain a record check from the Washington State Patrol and FBI for all employees who will have regularly scheduled unsupervised access to children. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this 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 foregoing is true and correct.

Applicant's Signature / Date _____

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**CONFIDENTIAL INFORMATION FOR AFFIRMATIVE ACTION PURPOSES
(Voluntary)**

Information derived from this questionnaire is for statistical purposes and will not be filed with or made part of your application or personnel file. Lopez Island School District #144 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 bonafide 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
- Vietnam Era Veteran

Do you have a disability?

Are you a Veteran?

Are you a Vietnam Era Veteran? (service between 8/5/64 and 5/7/75)

Are you 40 or more years old?

Which of the following describes your job?

- Administrator
- Certificated
- Certificated Support Personnel (e.g. librarians, counselors, learning specialists, curriculum specialists, psychologists, occupational and physical therapists, communication disorder (speech and hearing) specialists)
- Teacher
- Classified Assistant
- Other Classified (Transportation, Secretarial, Maintenance, etc.)