

QUILLAYUTE VALLEY SCHOOL DISTRICT NO. 402
411 South Spartan Avenue
Forks, WA 98331
(360) 374-6262

CLASSIFIED EMPLOYEE APPLICATION

NAME _____ Date of Application _____
Last First MI

Physical Address _____
Street City State Zip

Mailing Address _____
Street City State Zip

Home Phone () _____ Cell/Message Phone () _____ Soc. Sec. No. _____

Email Address: _____

POSITION DESIRED

<input type="checkbox"/> ParaEducator	<input type="checkbox"/> Substitute ParaEducator
<input type="checkbox"/> Secretary	<input type="checkbox"/> Substitute Secretary
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Substitute Bus Driver
<input type="checkbox"/> Custodian	<input type="checkbox"/> Substitute Custodian
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Substitute Maintenance
<input type="checkbox"/> Food Service	<input type="checkbox"/> Substitute Food Service
<input type="checkbox"/> Technology	<input type="checkbox"/> Substitute Technology
<input type="checkbox"/> Other:	<input type="checkbox"/> Substitute Other:

EDUCATION (list high school, colleges and/or universities attended, most recent first)

Name of Institution	Address, City, and State	Dates Attended Mo/Yr. to Mo/Yr.	Degree Earned Year

ADDITIONAL TRAINING (list additional training you may have including seminars, workshops, classes, etc.)

Name	Location	Date	Length of Course



EMPLOYMENT HISTORY

Dates of Employment:

From: _____ To: _____ Employer _____ Phone _____

Employer's Address _____

Supervisor _____ Your Title _____

Your Specific Duties _____

Reason For Leaving _____

Dates of Employment:

From: _____ To: _____ Employer _____ Phone _____

Employer's Address _____

Supervisor _____ Your Title _____

Your Specific Duties _____

Reason For Leaving _____

Dates of Employment:

From: _____ To: _____ Employer _____ Phone _____

Employer's Address _____

Supervisor _____ Your Title _____

Your Specific Duties _____

Reason For Leaving _____

REFERENCES: (please list those who can provide first-hand knowledge of your work)

Name	Complete Address	Position	Telephone

PLEASE RESPOND TO THE FOLLOWING:

Have you been convicted of any criminal offense within the past seven (7) years? _____ If yes, please attach explanation on separate sheet of paper. (A conviction will not necessarily bar you from employment.) (RCW 43.43.830)

Have you been discharged or forced to resign from an educational position in the past ten (10) years? _____ If yes, please attach explanation on a separate sheet of paper.

I certify that the information provided herein is a true and complete statement of my educational and professional record. I hereby give Quillayute Valley School District No. 402 permission to contact my references and previous employers, unless otherwise indicated. Reference information will become a part of this application and will not be revealed to me. I agree that false or misleading information provided in this application or in an interview may be cause for dismissal or withdrawal from consideration.

Pursuant to RCW 92.72.085, I certify that the above is true and correct.

Signature of Applicant

Date

Quillayute Valley School District No. 402 complies with all federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation, religion, marital status, or qualified individuals with disabilities. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures should be directed to the school district's Title IX Compliance Coordinator, Office of the Superintendent, 411 S. Spartan Avenue, Forks, WA 98331, 360-374-6262.

INSTRUCTIONS FOR APPLICANTS AND GENERAL INFORMATION:

In order to be considered for employment, applicants must have the following on file with the District Office:

- 1 . A Letter of Interest which speaks to the required and desired qualifications
- 2 . A current resume
- 3 . District Classified Employee Application Form (on district website)
- 4 . Work History Release Form (on district website)
- 5 . Disclosure Statement (on district website)
- 6 . Sexual Misconduct Disclosure Release Form for each school district you have worked (on district website)
- 7 . If applying for a ParaEducator position, the following minimum qualifications must be met:
 - * Have an AA Degree from an accredited academic college or university, or;
 - * Have passed a district-recognized assessment of basic skills and instructional proficiency (currently the ETS Test)

Completed application materials should be sent to:

Quillayute Valley School District No. 402
Attn: Carie Micheau, Personnel Director
411 South Spartan Avenue
Forks, WA 98331
PH: (360) 374-6262 ext. 267
carie.micheau@qvschools.org
www.forks.wednet.edu

- * Applicants will be considered for specific positions when such consideration is requested in writing (see #1 above).
- * Personal interviews are required before applicant can be recommended to the Board of Directors. These will be arranged by the Personnel Director. Interviews will be scheduled only with finalists for the position openings.
- * If selected, the applicant agrees to accept assignments to subjects and activities as made by the Superintendent and the School Board.
- * When applicable, tests may be administered before or after a personal interview.
- * If selected, Washington State law requires that any person hired by a school district must be fingerprinted within the last two

years for a state and national background check. The fee for this service is the responsibility of the new employee.

* Your completed application packet will remain on file for one (1) year. After one year from the date of the application, the active file of applications will be cleared. If you wish to continue to be considered for employment, you should submit a current application packet.