

# TOUTLE LAKE SCHOOL DISTRICT



## APPLICATION FOR **CERTIFIED** EMPLOYMENT

Check Area(s) of Interest:

- Full Time Teaching
- Part Time Teaching
- Substitute Teaching
- Administration
- Extra Curricular
- Other \_\_\_\_\_

Specify

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Date of Availability

Please type or use ink  
in completing this form

**An Equal Opportunity Employer**

### PERSONAL DATA

Name \_\_\_\_\_  
Last First Middle Prior Last Name

Social Security Number - Not needed unless hired \_\_\_\_\_

Address \_\_\_\_\_  
Number Street Apt. No.

City State Zip Code Phone \_\_\_\_\_/  
Home Business

**Check the area(s) for which you are applying**

- Kindergarten
- Grade 1-6
- Grade 7-8
- Grade 9-12
- Special Education
- Administration
- Other

List below in order of preference the grade levels, specific subjects, or positions for which you wish to be considered.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

List any interests in special programs (i.e., team teaching, library, media, career education, art areas, coaching, advising, etc.)

\_\_\_\_\_  
List elective area(s) you are qualified to teach \_\_\_\_\_

### INSTRUCTIONS

1. Only complete applications received by the specified deadline will be referred to the screening committee for consideration.
2. It is your responsibility to have the materials listed below forwarded to the following address to establish a complete application file.  

Toutle Lake School District  
District Office  
5050 Spirit Lake Highway  
Toutle, WA 98649
- a. Completed and signed application form. Application must be in its entirety; "see resume" is not acceptable.
- b. Up-to-date resume.
- c. Letters of recommendation. Please send copies rather than the originals because the letters will be retained with your application.
- d. School transcripts/placement files applicable to the position for which you are applying.
- e. Any additional materials as requested.
3. Applications are retained and considered active for six months. Applications will be reactivated at your written request for an additional six month period. **You must submit a written request asking that your application be pulled for any/all open positions as they occur.**
4. Present or past employers (supervisors) will be contacted as part of the selection process.
5. Please contact the Personnel Office (360) 274-6182 if you have questions regarding your application and/or vacancies.

*All applications will be accepted without regard to race, color, national origin, gender or disability.*

## ACADEMIC PREPARATION

Name of Institution	City and State	Date From To	Degrees & Dates	Major/Minor

## CERTIFICATES/LICENSES

List below teaching, ESA, administrative, and special certificates/licenses held.

Type of Certificate	State	Level/Endorsement	Date Issued	Expiration Date

## PROFESSIONAL EXPERIENCE

List below your last four employers, beginning with current or most recent

Dates: Month/year	Name, Address, Zip and Telephone Number of Employer	Position Held Supervisor/Telephone Work/Home	Reason For Leaving
From: To:			
From: To:			
From: To:			
From: To:			

(Attach additional sheets, if necessary, using same format.)

## PROFESSIONAL REFERENCES

Must include current employer if employed, or last employer if not currently employed.

Name/Position/Relationship	Company Name Address	Telephone Number Work/Home

## PERSONAL INFORMATION

Are you a U.S. Citizen or are you eligible for lawful employment in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_  
Proof of citizenship or legal right to work and identity will be required after hire.

Have you ever been discharged, excluding lay-off, or forced to resign for misconduct or unsatisfactory service from any position? \_\_\_\_\_ If yes, attach a statement explaining circumstances and disposition.

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? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT

All of the information I have provided in this application is true, correct, and complete. I authorize Toutle Lake School District #130 to inquire with former employers and/or references and obtain any and all information regarding my job-related background. I also authorize Toutle Lake School District #130 to check for any conviction(s) on record. I release and waive Toutle Lake School District #130, 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 Signature

\_\_\_\_\_  
Date

## APPLICANT DISCLOSURE FORM

Pursuant to RCW 43.43.830-834, prospective employees or volunteers who will or may have unsupervised access to children under sixteen years of age during the course of their employment or involvement with this organization must complete this disclosure. Answer YES or NO to each 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 43.43.830 (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 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 here.

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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," explain here.

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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 here.

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

ANSWER \_\_\_\_\_ If "YES," explain here.

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Toutle School District #130 is required to obtain a record check from the Washington State Patrol and FBI for all hires 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 Signature \_\_\_\_\_

Date and Place \_\_\_\_\_

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