

TOPPENISH SCHOOL DISTRICT #202

306 Bolin Drive, Toppenish, WA 98948

(509) 865-4455

www.toppenish.wednet.edu

An Equal Opportunity Employer

CLASSIFIED APPLICATION FOR EMPLOYMENT

- POSITION DESIRED: Secretary/Clerical SUBSTITUTE (Check those applicable)
 Maintenance/Custodial Bus Driver
 Paraprofessional Parapro
 Transportation Custodial
 Food Service Cook
 Other (*Specify*) _____

PERSONAL INFORMATION:

NAME: _____
Last First Middle

ADDRESS _____
Number & Street City State Zip Code

HOME TELEPHONE: _____ BUSINESS OR MESSAGE: _____

DO YOU HAVE: HIGH SCHOOL DIPLOMA? Yes ___ No ___ GED? Yes ___ No ___
 ARE YOU BILINGUAL? YES ___ NO ___ If yes, in what language? _____

EDUCATION & TRAINING: (Include high school or institute granting GED)

| | NAME OF SCHOOL | LOCATION | HIGHEST LEVEL OBTAINED | DATE LAST ATTENDED |
|--------------|----------------|----------|------------------------|--------------------|
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| TRADE SCHOOL | | | | |
| | | | | |

DO YOU HAVE COMPUTER TRAINING OR SKILLS? YES ___ NO ___ If yes, please explain: _____

EMPLOYMENT PROCEDURES

1. The applicant must provide a completed application form.
2. All interviews will be initiated and scheduled through the Personnel Office.
3. A personal interview is required before an applicant can be recommended for employment.
4. a.) an I-9 and W-4 form must be completed within 24 hours after notification of employment. (Regular or Substitute).
 b.) Food Handling Permit must be obtained within 7 days after notification of employment. (Cafeteria Employees Only).
5. An offer for employment is subject to School Board approval and a satisfactory response to a background check that will be requested from the Washington State Patrol and FBI on applicants.
6. Application forms will be kept active for a period of one year following date of application.
7. The applicant understands that the Toppenish School District may contact former employers and references.

NOTE: All areas on the application pertaining to the position applied for must be completed. Failure to do so will result in applicant not being considered for employment.

Due to large number of applications, we are unable to inform you of openings. All applications that meet the qualifications for an opening will be considered. Other than substitute positions, we do not interview unless a specific position is open.

I hereby declare the information provided by me in this Application For Employment is true, correct and complete to the best of my knowledge. I understand that if employed, misstatement or omission of fact on this application shall be considered cause for dismissal.

 Date
 Revised 4-14-06

 Signature

EMPLOYMENT HISTORY

EMPLOYER: _____ ADDRESS: _____

SUPERVISOR'S NAME: _____ TELEPHONE: _____

DATES OF EMPLOYMENT: FROM: _____ TO: _____

SPECIFIC DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____ ADDRESS: _____

SUPERVISOR'S NAME: _____ TELEPHONE: _____

DATES OF EMPLOYMENT: FROM: _____ TO: _____

SPECIFIC DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____ ADDRESS: _____

SUPERVISOR'S NAME: _____ TELEPHONE: _____

DATES OF EMPLOYMENT: FROM: _____ TO: _____

SPECIFIC DUTIES: _____

REASON FOR LEAVING: _____

IF MORE SPACE IS NEEDED FOR EMPLOYMENT HISTORY, PLEASE ATTACH A RESUME OR ANOTHER SHEET TO APPLICATION FORM.

GENERAL INFORMATION: (All applicants please answer)

1. Have you ever worked for the Toppenish School District? Yes ___ No ___

Job Title (s) : _____ Date(s): _____

2. Do you have friends or relatives presently employed by the Toppenish School District? Yes ___ No ___

Name (s) : _____

3. Do you hold a current first aid card? _____ If not, have you ever had first aid training? _____ How recently? _____

4. What is your Washington State Driver's License Number? _____

5. If not selected, would you be willing to substitute if needed? _____

Revised 4-14-06

References

| Name | Address | Official Position | Phone |
|------|---------|-------------------|-------|
| | | | |
| | | | |
| | | | |

The following areas are for specific positions. Please be sure to review the application for omissions. It is required by the State of Washington, Chapter 486, Laws of 1987 that all applicants complete the "Applicant Disclosure Form Pursuant to Chapter 486, Laws of 1987" inserted in this application form and return it with the application.

SECRETARIAL/CLERICAL APPLICANTS ONLY

Please list the number of years training and experience in the following:

| | Number of Years Training | Number of Years Experience |
|--|--------------------------|----------------------------|
| Typing (_____ net wpm) | | |
| Shorthand (_____ net wpm) | | |
| Bookkeeping | | |
| Payroll | | |
| Data Processing | | |
| Word Processing | | |
| Office Machines (list those you operate) | | |
| a. | | |
| b. | | |
| c. | | |

PARAPROFESSIONAL APPLICANTS ONLY

(Please list work experience you've had with children.):

| From | Approximate Date To | Name and Location of Group | Your Position | No. of Children in Group |
|------|---------------------|----------------------------|---------------|--------------------------|
| | | | | |
| | | | | |
| | | | | |

Can you type? _____ (_____ net wpm) What office machines can you operate? _____

FOOD SERVICES APPLICANTS ONLY

What cooking training and/or experience have you had? _____

How large of a group have you cooked for? _____

What training and/or experience in record keeping have you had? _____

TRANSPORTATION APPLICANTS ONLY

Please list all restrictions placed upon your driving as found on your driver's license: _____

How many years have you been driving? _____ What experience have you had in driving a truck or bus? Years _____ Miles _____

Have you ever had your license revoked? Yes ___ No ___ Explain: _____

Do you have an intermediate or combination endorsement on your driver's license? Yes ___ No ___ List other driving experience here:

MAINTENANCE/CUSTODIAL APPLICANTS ONLY

Do you hold a journeyperson's card? _____ If so, what trade? _____

Have you been an apprentice? _____ If so, what trade? _____

Please indicate the number of years training and experience in the appropriate categories:

| No. Years Training | No. Years Experience |
|-----------------------|-------------------------|
|-----------------------|-------------------------|

| No. Years Training | No. Years Experience |
|-----------------------|-------------------------|
|-----------------------|-------------------------|

CUSTODIAL

Boilers _____
 Floors, Buff/Wax _____
 Sweeper _____
 Window/Wall Care _____

Carpet Care _____
 Clean/San. Toilet/Shower _____

MAINTENANCE

Acoustical _____

Cabinet Work _____
 Carpentry _____
 Concrete _____
 Floor Covering _____
 Hardware _____
 Painting _____
 Plumbing/Heating _____
 Roofing _____
 Welding _____
 Refrigeration _____

Small Engine _____
 Drainage & Sewer _____
 Landscaping _____
 Grounds Care _____

EQUIPMENT OPERATION

Bulldozer _____
 Grader _____
 Lift-Truck _____
 Gang-mower _____

MECHANICS

Automotive _____
 Truck/Heavy Duty _____
 Brakes _____
 Diesel _____
 Gas Engine _____
 Lubrication _____
 Motor Overhaul _____
 Rear Axle or 3rd Mem. _____
 Transmission _____
 Welding _____

How many traffic citations for moving violations have you had in the past five (5) years? _____

NAME: _____

DATE: _____

Please write a brief summary explaining why you would like to work for the Toppenish School District and your goals for the future.

TOPPENISH SCHOOL DISTRICT

APPLICANT RELEASE AND AUTHORIZATION

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, without limitation, and in consideration of the district's review of this application, I 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 local 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 investigations involving me.

Signature of applicant: _____ Date: _____

TOPPENISH SCHOOL DISTRICT APPLICANT DISCLOSURE FORM

In accordance with RCW 43.43.830-834 applicants are required to complete a disclosure form. In addition, applicants who have been offered employment as outlined in said law, will be required to complete a background check using fingerprints. These requests will be forwarded to the Washington State Patrol and Federal Bureau of Investigation for disclosure of any findings or convictions. Applicants may be employed on a conditional basis pending completion of such background investigation.

Applicant's Name: _____
LAST FIRST MIDDLE

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 the district(s) to which you have applied.

1. Have you ever been convicted of any crimes against persons listed as follows: murder, kidnapping, rape, assault, robbery, arson, burglary, manslaughter, extortion, indecent liberties, incest, vehicular homicide, promoting prostitution, unlawful imprisonment, sexual exploitation of minors, criminal mistreatment, child abuse or neglect, custodial interference, malicious harassment, child molestation, misconduct with a minor, 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? ___ yes ___ no If yes, explain. _____

2. Have you ever been found in any Dependency Action to have sexually assaulted or exploited any minor or to have physically abused any minor? ___ yes ___ no If yes, explain. _____

3. Have you ever been found by a court in a Domestic Relations Proceeding to have sexually abused or exploited any minor or to have physically abused any minor? ___ yes ___ no If yes, explain. _____

4. Have you ever been found in any Disciplinary Board final decision to have sexually abused or exploited any minor or to have physically abused any minor? ___ yes ___ no If yes, explain. _____

5. Have you been convicted of any other crimes not stated above? ___ yes ___ no If yes, explain. _____

6. Have you ever been on a plan of improvement or placed on probation? ___yes ___no If yes, explain. _____

7. Have you ever been placed on administrative leave pending investigation of allegations of misconduct? ___yes ___no If yes, explain. _____

8. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body? ___yes ___no If yes, explain. _____

9. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions) in order to avoid discharge or non-renewal? ___yes ___no If yes, explain. _____

10. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)? ___yes ___no If yes, explain. _____

11. Have you ever been disciplined for misconduct by a past or present employer? ___yes ___no If yes, explain. _____

IMPORTANT NOTICE
PARAPROFESSIONAL (TEACHER AIDE)
APPLICANTS ONLY

The requirements a paraprofessional must meet to be considered for employment by the Toppenish School District are as follows:

1. Possess and submit proof of a High School Diploma or equivalent.

AND

2. Submit an *official* transcript(s) (or copies of) verifying the possession of an AA Degree or higher as set by the guidelines of the No Child Left Behind Act (NCLB) of 2001.

OR

Submit an *official* transcript(s) (or copies of) verifying two years of study – 72 quarter credits or 48 semester credits as set by the guidelines of the No Child Left Behind Act (NCLB) of 2001.

OR

Complete and pass the ETS Paraprofessional Academic Assessment Test as set by the guidelines of the No Child Left Behind Act (NCLB) of 2001. The score must be 461 or higher. **The cost is \$40 payable by the applicant at time of testing.**

Please contact Eligio Jimenez at 865-8182 to schedule an appointment for the test.

Your application will not be considered for interview unless the above requirements are met.

Thank You