



WILBUR SCHOOL DISTRICT #200
P.O. Box 1090
Wilbur, WA 99185
Phone: 509-647-2221 • Fax: 509-647-2509

APPLICATION FOR CERTIFIED EMPLOYMENT

Date: _____

Last Name

First Name

Middle Name/Initial

SOCIAL SECURITY #: _____

CERTIFICATE #: _____

ADDRESS INFORMATION:

Present Street Address

City

State

Zip

Permanent Street Address

City

State

Zip

Home Phone

Cell Phone

Email

CERTIFIED POSITION(S) DESIRED:

Elementary: _____

Secondary: _____

Administrative: _____

EDUCATION AND PROFESSIONAL BACKGROUND

INSTITUTIONS ATTENDED COLLEGE OR UNIVERSITY	DATES FROM-TO	MAJOR SUBJECTS	DEGREE GRANTED	DATE OF DEGREE	GRADE POINT AVERAGE

The information listed on college preparation must be substantiated by the submission of complete transcripts.

PLEASE READ CAREFULLY:

Have you been convicted, fined or imprisoned or placed on probation within the last seven years for violation of any law which could have resulted in loss of your teaching certificate? YES NO

Have you ever been discharged, non-renewed, or forced to resign for misconduct or unsatisfactory service from any employment? YES NO

If your answer to either of the above questions is "YES," attach a statement explaining circumstances and disposition.

TEACHING EXPERIENCE / ADMINISTRATIVE EXPERIENCE

List all full time paid experience beginning with your most recent position.

NAME OF COLLEGE OR SCHOOL DISTRICT	ADDRESS	POSITION OR SUBJECT TAUGHT	FULL TIME	PART TIME	DATES OF EMPLOYMENT		TOTAL NO. YRS TAUGHT
					FROM MO/YR	TO MO/YR	

TOTAL YEARS TEACHING EXPERIENCE _____ TOTAL YEARS ADMINISTRATIVE EXPERIENCE _____

GENERAL INFORMATION:

Present Position: _____

Why do you wish to leave your present position? _____

When will you be available? _____ Are you under contract now? ___YES ___NO

What degree do you presently hold? _____ How many quarter hours beyond? _____

Administrator _____ Teacher _____ Other (specify) _____

Certificate enclosed? ___YES ___NO If no, reason: _____

Have you taken and passed the WEST-E (Praxis II) State Test? ___YES ___NO
(Please attach a copy of your test scores)

Do you need any reasonable accommodations to complete the application/interview process?

___YES ___NO (Please describe the accommodations, if yes)

What extra-curricular duties are you qualified or interested to supervise/coach?

EXPERIENCE OTHER THAN TEACHING

(Include Military Service)

Dates From-To	Name of Employer	Address	Number of Years	Type of Work	Reason for Leaving

REFERENCES

Please list professional references who are capable of evaluating your ability to perform the work for which you have applied. Experienced persons MUST include superintendents or principals under whom you have taught most recently.

Supervisor Name	Official Position	District/Location	Work & Cell Phone Numbers	Email

The information furnished on this application form is true and accurate to the best of my knowledge. If I am selected and accept employment, I will agree to salary placement in accordance with official verification of my teaching experience and college preparation. An acceptable FBI fingerprint check must also be obtained.

APPLICANT'S SIGNATURE (Full Legal Signature)_____

WILBUR SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES APPLICATION FROM ALL PERSONS REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, CREED, GENDER, SEXUAL ORIENTATION, DISABILITY, FAMILIAL STATUS, MARITAL STATUS, AND AGE.

PLEASE NOTE:

The following items must be received with this application to be considered for employment:

- Letter of Interest
- Resume
- Completed Application
- Copy of Washington State Teaching Certificate / Administrative Certificate
- References
- Transcripts (photocopy accepted, but official required upon hiring)

<p style="text-align: center;">Please return to: Personnel Services Wilbur School District #200 P.O Box 1090 Wilbur, WA 99185-1090 Or PDF and fax to: 509-647-2509</p>
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**INSERT A
CONFIDENTIAL FORM**

OPTIONAL

The School District to which you are applying prohibits discrimination based on race, color, religion, creed, national origin, veteran status, sex, marital status, age, pregnancy, sexual orientation or the presence of a disability, or any other basis prohibited by law. The District is an equal opportunity employer, supports the spirit, policies, and practices of affirmative action, and has implemented programs to address the diversity of its workplace.

Your response to the following questions will assist the District in accurately reporting their employment practices to state and federal agencies and complying with their affirmative action plan. Providing this information is strictly voluntary and it shall be maintained as confidential. The completed data form will be separated from other application materials and will not be reviewed by or available to those involved in the hiring process. The data form will be kept separate from other records relating to applicants, and data on protected status shall not be recorded on any record that is kept in the applicant's pre-employment file.

PRINT NAME: _____
Last **First** **MI**

Sex: ___ Male ___ Female

I consider myself a member of the following ethnic group:

- ___ Asian ___ Black or African-American
- ___ White ___ Hispanic or Latino
- ___ American Indian or Alaskan Native ___ Native Hawaiian or Other Pacific Islander
- ___ Other (please specify) _____

How did you learn about our school district and/or this position?

- ___ Walk In ___ Advertisement ___ Job Posting ___ Website
- ___ Placement Center ___ Recruitment/Job Fair

Referred by: ___ Friend ___ Other

(Specify) _____

INSERT B STATEMENT

APPLICANT (1) DISCLOSURE

(Reference RCW 28A.400, RCW 3.43)

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.

ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS FORM. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH A SEPARATE SHEET OF PAPER.

EMPLOYMENT HISTORY DISCLOSURE

1. Are you presently under contract? No Yes – **If yes, with whom?**

What is your present position (Title) ? _____

2. Are you a former employee of our District? No Yes

If yes, list dates and positions: _____

3. Have you ever been on a plan of improvement or placed on probation? No Yes

4. Have you ever been placed on administrative leave pending investigation of allegations of misconduct? No Yes

5. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body? No Yes

6. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions) in order to avoid discharge or nonrenewal? No Yes

7. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)? No Yes

8. Have you ever been disciplined for misconduct by a past or present employer?
 No Yes

9. If you answered YES to questions 3, 4, 5, 6, 7, or 8, provide an explanation of the circumstances, including the underlying facts, place, date, and outcome. Attach an additional page if needed.