

EMPLOYMENT EXPERIENCE

- Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer		Dates Employed		Duties Performed	
		Month / Year		<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer	
Address		From:			
		To:			
Telephone Number(s)		Hourly Rate/Salary			
		Starting / Final			
Job Title	Full Time <input type="checkbox"/>	\$ / \$			
	Part Time <input type="checkbox"/>				
Supervisor Name	Reason for Leaving	Number of Employees in Organization: _____			
Employer		Dates Employed		Duties Performed	
		Month / Year		<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer	
Address		From:			
		To:			
Telephone Number(s)		Hourly Rate/Salary			
		Starting / Final			
Job Title	Full Time <input type="checkbox"/>	\$ / \$			
	Part Time <input type="checkbox"/>				
Supervisor Name	Reason for Leaving	Number of Employees in Organization: _____			
Employer		Dates Employed		Duties Performed	
		Month / Year		<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer	
Address		From:			
		To:			
Telephone Number(s)		Hourly Rate/Salary			
		Starting / Final			
Job Title	Full Time <input type="checkbox"/>	\$ / \$			
	Part Time <input type="checkbox"/>				
Supervisor Name	Reason for Leaving	Number of Employees in Organization: _____			
Employer		Dates Employed		Duties Performed	
		Month / Year		<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer	
Address		From:			
		To:			
Telephone Number(s)		Hourly Rate/Salary			
		Starting / Final			
Job Title	Full Time <input type="checkbox"/>	\$ / \$			
	Part Time <input type="checkbox"/>				
Supervisor Name	Reason for Leaving	Number of Employees in Organization: _____			
Employer		Dates Employed		Duties Performed	
		Month / Year		<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer	
Address		From:			
		To:			
Telephone Number(s)		Hourly Rate/Salary			
		Starting / Final			
Job Title	Full Time <input type="checkbox"/>	\$ / \$			
	Part Time <input type="checkbox"/>				
Supervisor Name	Reason for Leaving	Number of Employees in Organization: _____			

PERSONAL REFERENCE

Give name, address, and telephone number of three references who are not related to you. (Two should be supervisors)

1. _____
2. _____
3. _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

ACTIVITIES

List professional, trade, business, civic or educational related activities and offices held. (You may exclude memberships, which reveal race, gender, creed, color, national origin, age or disabilities.)

EMPLOYMENT HISTORY

Are you presently employed? No Yes **If yes, with whom?**

What is your present position (Title)? _____ Are you a former employee of our District? _____

If so, dates and position: _____

Have you ever been dismissed, discharged or have you separated employment in order to avoid discipline or discharge?

No Yes (Provide an explanation) _____

Are you presently involved in an employment situation where discharge or discipline is being discussed?

No Yes Have you been convicted of any crime involving child abuse, child molestation,

assault, rape, coercion, embezzlement, fraud theft, robbery, extortion, blackmail or any crime which involved drugs?

No Yes **If yes, explain the nature of crime, place and date. A conviction record will not necessarily bar you**

from District employment:

Name, relationship, and position of relative(s) now working for the West Valley School District: _____

REMINDER

- Please use the following checklist as your guide to fulfilling the requirements for a **complete application file**.

✓CHECKLIST

Mandatory		Optional	
1.	Complete application form, including applicable inserts.		Optional Confidential Data Form (Insert A)
2.	A general Cover Letter stating your qualifications for the type of positions for which you are applying.		Any additional current data, such as awards, references, or letters.
3.	Current résumé – A resume' is required with all applications.		
4.	Applicant Disclosure Statement (Insert B)		
5.	Confidential Employment and Character Reference Forms (2) - mailed directly to District office by two evaluators. One must be a recent supervisor. (Insert C)		

Applications will remain in active status only through August 31st of each year, unless renewed at the request of the applicant.

AUTHORIZATION AND RELEASE

I hereby certify that all the information I have provided in this application is true and correct. I authorize the West Valley School District to make an investigation of my personal, educational, vocational, and/or employment history. I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the West Valley School District with information regarding me. I hereby release and discharge the West Valley School District and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that if an offer of employment is made to me, I will provide verification of my certifications, education and experience. I understand and agree that falsification of any part of this application shall be sufficient cause for dismissal or refusal to hire. References and personal information that become a part of this application will be regarded as confidential and shall not be revealed to me. I understand that any offer of employment that may be made to me is conditional and subject to the acceptable outcome of a criminal history background information check, and approval of the District's Board of Directors.

Signature of Applicant: _____

Date: _____

THE WEST VALLEY SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The West Valley School District prohibits discrimination based on race, color, religion, creed, national origin, gender, marital status, age, pregnancy, 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 our community.

Inquiries regarding compliance and complaint procedures can be directed to:

Affirmative Action/Title IX Officer& American with Disabilities Act/Section 504 Officer:
Rick Ferguson, Human Resources Director
(509) 972-6019

*****Failure to complete entire application form will result in disqualification of applicant.**

West Valley School District #208

Insert B

(Reference RCW 28A.400. RCW 43.43)

You must answer all seven (7) items on this form.

1. Check any of the following for which you have been convicted, including any of these crimes as they may have been renamed. The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulations of facts or deferred or suspended sentences occurred.

Custodial Assault

First, Second or Third Degree Assault of a Child

Unlawful Imprisonment

Simple Assault

First, Second or Third Degree Rape of a Child

Child Abuse or Neglect as defined by RCW 26.44.020

Promoting Pornography

Violation of Child Abuse Restraining Order

First, Second or Third Degree Child Molestation

Prostitution

First or Second Degree Custodial Interference

First or Second Degree Murder

Communication with a Minor for Immoral Purposes

Felony Indecent Liberties

Selling Erotic Materials to Minors

Aggravated Murder

First or Second Degree Manslaughter

First or Second Degree Extortion

First or Second Degree Criminal Mistreatment

First or Second Degree Robbery

First Degree Promoting Prostitution

First or Second Degree Burglary

Malicious Harassment

Patronizing A Juvenile Prostitute

First or Second Degree Kidnapping

Vehicular Homicide

First or Second Degree Sexual Misconduct with a Minor

Criminal Abandonment

Sexual Exploitation of Minors

2. Have you been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult as defined in Chapter 43.43.830(6) RCW as amended and listed as follows: Answer Y (yes) or N (no). If yes, please explain below.

First, Second or Third Degree Extortion

First or Second Degree Robbery

First, Second or Third Degree Theft

Forgery, or any of these crimes as they may be renamed.

West Valley School District #208

Insert B (PAGE 2)

3. 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: No Yes If Yes, explain below

4. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor, or to have physically abused any minor?

Answer: No Yes If Yes, explain below

5. Have you ever been found in any disciplinary board final decision, or by the director of the Department of Licensing in the following businesses or professions, to have sexually or physically abused any minor, or developmentally disabled person, or to have abused or financially exploited any vulnerable adult: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate brokers and salespersons?

Answer: No Yes If Yes, explain below

6. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?

Answer: No Yes If Yes, explain below

7. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 6 above?

Answer: No Yes If Yes, explain below

Explanation:

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 (Print Name): _____

Applicant Birth Date (mm/dd/yyyy): _____

Applicant Social Sec. #: _____

Applicant Signature: _____

West Valley School District #208

INSERT C: CLASSIFIED PERSONNEL CONFIDENTIAL EMPLOYMENT AND CHARACTER REFERENCE FORM

APPLICANT: I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide West Valley School District with information they have regarding me. I hereby release and discharge those who provide information and West Valley School District from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.

Applicant signature - required _____

Date _____

(Name of Applicant) _____ has applied for a position with the West Valley School District. We ask that you carefully evaluate the applicant in terms of your contact with the applicant, either as an employee in your company or as a volunteer in your organization.

Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience.	Excellent	Good	Fair	Poor	No basis for judgment
1. Flexibility: Willingness to learn new concepts or ways of doing things. Cooperative with youth and adults.					
2. Commitment to accomplishment: Exertion of effort to attain particular goals – exhibits a desire to produce results; organizes ideas, time, materials and space in such a way that accomplishment occurs.					
3. Enthusiasm: Displays overall optimism and zeal for what one is doing; willingness to be involved; enthusiasm results in positive interpersonal relationships with others.					
4. Clarity of Expression: Understands and correctly interprets concepts presented or discussed; presents and discusses concepts precisely; answers questions clearly; uses correct oral and written communication skills.					
5. Integrity: Actions are consistent with stated views; exhibits reliable follow-through on commitments; deals with children and adults with routine honesty.					
6. Multicultural: Accepts cultural and ethnic differences in students and adults.					
7. Relationships: Has ability and willingness to develop appropriate relationships with students and adults; exhibits listening, patience and caring for others.					
8. Dependability: Can be relied upon to maintain regular attendance; is punctual, and is communicative in a timely manner when personal responsibilities interfere with work responsibilities.					
9. Modeling appropriate behavior: Dress, appearance, courteousness and behavior of individual are appropriate for the work setting.					

Overall rating of this candidate (check one) Excellent Good Fair Poor

Comments: _____

Name of Evaluator: _____ Title: _____

Telephone Number: _____ Relationship to Applicant: _____

Observed applicant from _____ to _____

Applicant's position during this observation period: _____

Evaluator's signature: _____ Date: _____

Evaluator: Please mail completed form to: Human Resources, West Valley School District #208, 8902 Zier Road, Yakima, WA 98908.

West Valley School District #208

INSERT C: CLASSIFIED PERSONNEL CONFIDENTIAL EMPLOYMENT AND CHARACTER REFERENCE FORM

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Applicant signature - required Date

(Name of Applicant) _____ has applied for a position with the West Valley School District. We ask that you carefully evaluate the applicant in terms of your contact with the applicant, either as an employee in your company or as a volunteer in your organization.

Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience.	Excellent	Good	Fair	Poor	No basis for judgment
1. Flexibility: Willingness to learn new concepts or ways of doing things. Cooperative with youth and adults.					
2. Commitment to accomplishment: Exertion of effort to attain particular goals – exhibits a desire to produce results; organizes ideas, time, materials and space in such a way that accomplishment occurs.					
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8. Dependability: Can be relied upon to maintain regular attendance; is punctual, and is communicative in a timely manner when personal responsibilities interfere with work responsibilities.					
9. Modeling appropriate behavior: Dress, appearance, courteousness and behavior of individual are appropriate for the work setting.					

Overall rating of this candidate (check one) ___ Excellent ___ Good ___ Fair ___ Poor

Comments: _____

Name of Evaluator: _____ Title: _____

Telephone Number: _____ Relationship to Applicant: _____

Observed applicant from _____ to _____

Applicant's position during this observation period: _____

Evaluator's signature: _____ Date: _____

Evaluator: Please mail completed form to: Human Resources, West Valley School District #208, 8902 Zier Road, Yakima, WA 98908.

West Valley School District #208

8902 ZIER ROAD YAKIMA, WA 98908
HUMAN RESOURCES (509) 972-6019 / (509) 972-6015 www.wvsd208.org

QUESTIONS AND ANSWERS

THE CLASSIFIED EMPLOYMENT APPLICATION PROCESS

As a service to our applicants, we have provided a list of the most commonly asked questions and our responses.

Question: May I apply for more than one position?

Answer: Yes, you may apply for any open positions for which you feel qualified and/or in which you are interested. You need only submit one complete application.

Question: How can I find out about open positions?

Answer: We post positions in each building as well as in the District Office. We also post open positions on our district website; www.wvsd208.org

Question: How long is my application kept on file?

Answer: We keep your application active through August 31 annually. It is your responsibility to contact our Human Resources Department annually to request that your file remain in active status, if so desired.

Question: If I apply for a position and another similar position occurs after I apply, will I automatically be considered for that second position?

Answer: No, you will have to let us know that you are interested in each open position by submitting a letter of interest for each position for which you want to be considered.

Question: Do I need to come in every time I want to apply for a position?

Answer: You do not have to come to the Human Resources Department, but you must 1) have a complete application on file and 2) submit or send a letter, which we must receive by the posted closing date and time, to be considered for vacant positions.

Question: How can I tell when the position closes?

Answer: The closing date is listed on the job posting and is posted on the district website.

Question: When do you post your open positions?

Answer: We post newly opened positions as they occur.

Question: What kind of qualifications do I need to work in the West Valley School District?

Answer: Each position posting has a list of preferred and/or required qualifications needed to be eligible for that specific position.

Question: Is a certificate or credential required for any position?

Answer: You must possess at least a high school diploma or G.E.D. Some classified positions also require you have a certificate or credential in a specific area. Check the job insert for the job you are interested in to see if a credential or certificate is needed.

West Valley School District #208

Other Information

Finalists for positions must successfully pass a pre-employment substance abuse screening and background check, including fingerprinting through the Washington State Patrol/FBI before employment.

After employment, employees in the following categories must pass a post hiring physical exam: Child Nutrition personnel, Custodian, Mechanic and Maintenance/Grounds personnel *

The cost involved in the substance abuse screening and fingerprinting will be the responsibility of the new employee upon hire with the District. The employee costs are:

\$40.00 – Substance abuse screening

\$55.00 – Background check

\$10.00 – Fingerprint processing

* The District will pay the cost of the post-hiring exam.

West Valley School District #208



APPLICATION INSERT PARAEDUCATOR (EDUCATIONAL/INSTRUCTIONAL ASSISTANT)

NAME:

Last

First

Middle

- **List position(s) desired:** _____
- Do you hold a current first aid card? ____ CPR Card? ____ If not, have you ever had first aid training? ____ How recently? _____
- Do you have any physical, mental or sensory limitations or disabilities that may affect your ability to perform in the position for which you are applying? Yes ____ No ____ If yes, please explain:

- Please check areas of special training and/or experience. (Please detail in your cover letter.)

Instructional Support Abilities	Student Supervision	Specialized Student Needs Continued
Art	Adolescent Behavior	Disabilities
Child Development	Conflict Management	Drug /Alcohol Issues
Computer Usage	Pre-School	Emotional Disorders
Cooperative Learning	Problem Solving	Gifted/Highly Capable Instruction
Language Arts	Student Discipline	Medically Fragile
Math	Time Management	Mild to Moderate Disabilities
Multi-Age	Specialized Student Needs	Multicultural Issues
Music	Behavior Disorders	Physical Assistance
Reading	Bilingual	Severe Disabilities
Science	Braille	Signing
Student Assessments	Child Abuse/Personal Safety	

EXPERIENCE WITH CHILDREN - You may include volunteer work.

Organization Name/Address	Dates of Service Mo/Yr to Mo/Yr	Position Title	Student Ratio: Individual (1) Small Group (2-10) Large Group (11+)

West Valley School District #208

NOTE- Maintenance and Grounds applicants are required to complete the following questions.

- Do you have a current Washington State Driver's License? _____
- Do you have any physical, mental or sensory limitations or disabilities which may affect your ability to perform in the position for which you are applying? ___No ___Yes
If yes, please explain:

- List all restrictions placed on your driving record as found on your driver's license:

- List any traffic citations for moving violations you have had in the past five (5) years:

- In the last five years, have you ever had your license revoked? __No __Yes If yes, please explain:

- Do you hold a current first aid card? ___ CPR Card? ___ If not, have you ever had first aid training? ___ How recently? _____

- What do you consider an acceptable standard for dependability, punctuality, neatness and work quality?

- What actions do you plan to take to ensure your continued professional growth?

- Describe what steps you take to develop appropriate working relationships with others?

Applicant signature: _____ Today's date: _____

**West Valley School District #208
APPLICATION INSERT
MAINTENANCE, GROUNDS & CUSTODIAL**

NAME: _____

Last

First

Middle

• List position desired: _____

• Please indicate the number of years of experience you have with the following:

Job Description	No. of years	Job Title/Function
Alarms, Intercoms, Clock Systems		
Automotive Mechanic (Garage)		
Boiler Operation/Repair		
Building Control Systems		
Carpenter		
Commercial Truck		
Computer Technician		
Custodial		
Custodial Equipment Repair		
Electrician		
Glazier		
Grounds Equipment Repair		
Groundskeeper		
Heating & Ventilation (HVAC)		
Locksmith		
Metal Worker (Welding)		
Painter		
Plumber		
Utility Driver		
Warehouse		
Other		

• Have you served in a supervisory capacity in any of the above job functions? Yes No

• How many employees did you supervise? _____

• If yes, please describe responsibilities:

• List any trade cards/licenses or certifications you hold:

West Valley School District #208

APPLICATION INSERT CHILD NUTRITION

NAME:

Last

First

Middle

- **List position desired:** **Production:** **Production Assistant** **Server:**
- Child Nutrition Substitute** **Other:**
-

- Do you hold a current first aid card? ___ CPR Card? ___ If not, have you ever had first aid training? ___ How recently? _____
 - Do you hold a valid Food Handler's Permit? ___ If yes, when is the renewal date? _____
 - Do you have any physical, mental or sensory limitations or disabilities which may affect your ability to perform in the position for which you are applying? Yes ___ No ___ If yes, please explain: _____
-

CASHIER TRAINING AND EXPERIENCE

- What paid or volunteer bookkeeping training experience have you had? (i.e. counting receipts, completing bank remittance slips, etc.)

 - Can you operate a 10-key adding machine? ___ by touch? ___ Cash register? ___
 - What cashiering experience have you had?

-

FORMAL TRAINING AND EXPERIENCE

List formal training and/or experiences and dates in all that apply in the following:

- Ordering supplies _____
 - Food preparation _____
 - Working with/supervising school age children _____
 - Management skills _____
 - Team building skills _____
 - Conflict resolution skills _____
 - Describe what steps you take to develop appropriate working relationships with others _____
-

West Valley School District #208

APPLICATION INSERT CHILD NUTRITION

- What do you consider an acceptable standard for dependability, punctuality, neatness, and work quality?

- What actions do you plan to take to ensure your continued professional growth?

Do you hold certification or registration in child nutrition or food production? _____

If yes, what type? _____

Applicant Signature: _____ **Today's Date:** _____

West Valley School District #208
APPLICATION INSERT
TRANSPORTATION

Name:

Last

First

Middle

* List position desired: _____

* List any trade cards/licenses or certifications you hold:

Note: Please complete the following questions. They are required for transportation applicants.

* Do you have a current Washington State Driver's License? ____ Yes ____ No

* List restrictions placed on your driving record as found on your driver's license.

*List any traffic citations or moving violations you have had in the past five (5) years.

* Have you ever had your license revoked ____ No ____ Yes If yes, please explain:

* What experience have you had driving a truck or bus? _____ Years; _____ Miles

* What experience have you had as a chauffeur or driver? _____ Years; _____ Miles

• If you have experience as a bus driver, truck driver, or chauffeur, where were you employed?

• List other driving experience here: _____

* Do you have a current driver's license endorsement for driving school buses? ____ Trucks? ____

West Valley School District #208

APPLICATION INSERT

TRANSPORTATION

* Please indicate the number of years of experience you have with the following:

Job Description	No. of Years	Job Title/Function
Custodian		
Automotive Mechanic (Garage)		
Utility Driver		
Custodial Equipment Repair		
Electrician		
Mechanic-Large Fleet Vehicles (Bus)		
Mechanic-Small Fleet Vehicles (Auto)		
Bus Driver		
Other (Specify)		

* Have you served in a supervisory capacity in any of the above job functions? Yes No

* How many employees did you supervise? _____

* If yes, please describe responsibilities:

Do you hold a current first aid card? CPR Card? If not, have you ever had first-aid training?
How recently? _____

* What do you consider an acceptable standard for dependability, punctuality, neatness, and work quality?

* What actions do you plan to take to ensure your continued professional growth?

* Describe what steps you take to develop appropriate working relationships with others?

Transportation applicants will be required to: obtain a DOT physical examination (forms will be provided), a Class B Commercial Driver's license with passenger endorsement and the air brake restriction removed, a current first-aid and CPR card, a copy of their personal driver record (abstract) from the WASHINGTON STATE DEPARTMENT OF LICENSING covering the past 5 years, and a successful pre-employment drug and alcohol

Applicant Signature: _____ Date: _____



West Valley School District #208

APPLICATION INSERT SECRETARIAL/CLERICAL

NAME:

Last

First

Middle

- List position(s) desired: _____
- Do you hold a current first aid card? _____ CPR Card? _____ If not, have you ever had first aid training? _____ How recently? _____

TRAINING AND EXPERIENCE

Technical Skill	Years of Experience	Indicate Specifics
Typing/Keyboarding		WPM _____
Accounting/Bookkeeping		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Calculator/10-key		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Receptionist		<input type="checkbox"/> Telephone <input type="checkbox"/> In-person
Filing		
Duplication/Copying		Manufacturer(s)/Model(s):
Other Office Machinery		Manufacturer(s)/Model(s):
Office Management		Specific Responsibilities:
Correspondence Composition		<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

PERSONAL COMPUTER

Word Processing		Program(s): <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Spreadsheets		Program(s): <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Databases		Program(s): <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Desktop Publishing		Program(s): <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

West Valley School District #208

EXPERIENCE WITH CHILDREN

- You may include volunteer work

Organization Name/ Organization Address	Dates of Service Mo/Yr to Mo/Yr	Position Title	Job Function(s)
----- —			
----- —			
----- —			
----- —			

- Indicate any training you have received to enhance your work with school-aged children.

- Please list any other training or experience that is relevant to the position for which you are applying.

- What do you consider an acceptable standard for dependability, punctuality, neatness, accuracy, and work quality?

- What actions do you plan to take to ensure your continued professional growth?

- Describe what steps you take to develop appropriate working relationships with others?

Composition: On a separate sheet of paper, please respond to the following:

Using your knowledge of grammar, spelling, punctuation, and business English, prepare a document in standard business form to all secretarial/clerical staff encouraging them to attend a workshop, "Introduction to the Personal Computer." The workshop will be held from 9:00 a.m. to 1:00 p.m. two weeks from today in Room #2 of the Educational Support building.

Attach your prepared document to this insert.

Applicant Signature: _____ Today's Date: _____