

EPHRATA SCHOOL DISTRICT NO. 165

499 C Street NW
Ephrata, Washington 98823-1690
(509) 754-2474 FAX (509) 754-4712

APPLICATION FOR EMPLOYMENT – CLASSIFIED

Complete all questions that are applicable to the position for which you are applying.

All active, qualified applicants will receive continuing consideration for appropriate vacancies as they occur. We would like to keep you currently informed of your status, but you will understand that this is impossible in our size school system. Please let us know when you are no longer available for consideration. Your application will be kept on file for one year.

PERSONAL DATA **DATE** _____

NAME _____
Last
First
Middle

Address _____
City, State, Zip

Phone _____

Emergency Contact
 Name/Phone No _____

Do you need any reasonable accommodations in order to complete the interview, application, or any required testing activities? YES NO

If yes, please describe the accommodation: _____

Email Address _____

**FOR WHICH POSITION ARE YOU APPLYING? INDICATE YOUR PREFERENCE
 IF YOU ARE APPLYING FOR SEVERAL POSITIONS.**

AIDE	CLERICAL	MAINTENANCE	<i>Check box(es) below that apply</i>
Instructional	Secretary	Carpenter	
Hearing Impaired	Office Aide	Custodian	PART TIME
Special Services	FOOD SERVICES	Electrician	
Migrant/Bilingual	Baker	Grounds	FULL TIME
	Cook	Plumbing/Heating	
	Server	TRANSPORTATION	SUBSTITUTE
	Laundry	Bus Driver	
		Bus Service	
		Mechanic	

Have you previously been employed by Ephrata School District? _____ If yes, in what capacity?

List any relatives presently employed by Ephrata School District _____

What date will you be available for employment? _____

Ephrata School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Bryan Johnson, Title IX Coordinator, 333 4th Avenue, 754-5285 bjohnson@ephrataschools.org Travis Eloff, 504 Coordinator, 501 C Street NW, 754-3538 teloff@ephrataschools.org Sharon Scellick, Civil Rights Compliance Coordinator, 35 K Street SE, 754-7547, sscellick@ephrataschools.org Aaron Cummings, HIB Compliance, 333 4th Avenue, 754-5285, acummings@ephrataschools.org
 El Distrito Escolar de Ephrata no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Bryan Johnson, Title IX Coordinator, 333 4th Avenue, 754-5285 bjohnson@ephrataschools.org Travis Eloff, 504 Coordinator, 501 C Street NW, 754-3538 teloff@ephrataschools.org Sharon Scellick, Civil Rights Compliance Coordinator, 35 K Street SE, 754-7547, sscellick@ephrataschools.org Aaron Cummings, HIB Compliance, 333 4th Avenue, 754-5285, acummings@ephrataschools.org

EDUCATION AND TRAINING

Circle Highest Year of Education completed (Grade and High School)

1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate? _____ Year/Degree _____

Name and Address of Last Secondary School Attended _____

COLLEGE, BUSINESS OR TRADE SCHOOL

Name and Address	Dates Attended	Date Graduated	Degrees Received

List your college major and other courses preparing you for the position for which you are applying:

Additional Training Taken: _____

SKILL	YRS EXPER OR SPEED	SKILL	YRS EXPER OR SPEED
10 Key Electric Adding Machine		Other Language Spoken Specify:	
Bookkeeping		Computer Specify Model/Programs	
Bus Driver		Electric Typewriter	
Calculator		Dictaphone	
Custodian		Other	

Indicate any experiences with public agencies, voluntary groups, etc. which you feel would qualify you for work with Ephrata School District:

WORK HISTORY
(Go Back Five Years)

MOST RECENT

Employer _____ Supervisor _____

Address _____
No. and Street City, State, Zip Code *Supervisor Phone*
Number _____

Duties _____
_____ Full-time YES NO

Reason for Leaving _____

Begin Work Date _____ End Work Date _____ Last Salary _____

Employer _____ Supervisor _____

Address _____
No. and Street City, State, Zip Code *Supervisor Phone*
Number _____

Duties _____
_____ Full-time YES NO

Reason for Leaving _____

Begin Work Date _____ End Work Date _____ Last Salary _____

Employer _____ Supervisor _____

Address _____
No. and Street City, State, Zip Code *Supervisor Phone*
Number _____

Duties _____
_____ Full-time YES NO

Reason for Leaving _____

Begin Work Date _____ End Work Date _____ Last Salary _____

CHARACTER REFERENCES

(Include only names of people who know of your work professionally)

(Please be certain that the correct address, including Zip Code, is given for each reference)

Name/RELATIONSHIP _____ Phone _____
Address _____
City / State / Zip _____

Name/RELATIONSHIP _____ Phone _____
Address _____
City / State / Zip _____

Name/RELATIONSHIP _____ Phone _____
Address _____
City / State / Zip _____

COLLEGE TRANSCRIPTS ARE ATTACHED YES NO

When may we contact your present employer regarding your job performance? _____

I give my approval for Ephrata School District to conduct a Washington State Patrol/FBI Fingerprint Check.

Yes _____ No _____

I certify that all of the foregoing statements are true and correct to the best of my knowledge and belief.

Please use full, legal signature

Washington State Driver's License Number
(or out of state, if applicable)

Office Use

Date _____

COMMENTS

Test Taken
Typing _____

Other _____

Interviewed by _____

CRIMINAL INFORMATION

HAVE YOU BEEN: (If yes, attach a statement of explanation)

Yes No

Convicted of any crime against children or other persons (aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape of a child; 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?

Yes No

Found in any dependency action or by a court in a domestic relations proceeding or in any disciplinary board final decision to have sexually assaulted or exploited any minor or to have sexually abused any minor?

Yes No

Released from prison or convicted of any offense that involved drugs?

Yes No

HAVE YOU BEEN, within the last ten years, convicted of a felony other than those listed (such conviction will not necessarily be a barrier to employment)?

(An inquiry to the Washington State Patrol and/or state or federal law enforcement agencies will be made)

Should you be offered employment, you will be required to provide proof of citizenship, visa, or legal proof that you can be lawfully employed in the United States.

Have you ever had a certificate revoked, suspended or been investigated by OSPI? No Yes (If yes, give date) _____

Certificate revoked _____ Reason _____

SIGNATURE RELEASE

All of the information I have provided in this application is true, correct, and complete. I authorize Ephrata School District No. 165 to inquire with former employers or references and obtain any and all information regarding my job related background. **I release and waive Ephrata School District No. 165, my former employer(s), and all references from any and all liability in obtaining or disclosing such information.** I agree that information provided by any individual shall be confidential and I shall not have access to 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 contract. If such action is taken by the district, the contract shall be deemed void from its inception.

I also understand and agree that I may be conditionally employed while the District performs a background record check or while the District awaits the Board of Directors making a final hiring decision. I understand that my employment is conditioned on the completion of both the above acts and until such time as they are completed, my employment, if any, shall only be as a casual day-to-day employee and will not in any way bind or require the District to continue my employment.

Signature of Applicant

_____ Date

Permission to Release Previous Employment and Personnel Information

Date

TO:
Name of Organization/Previous Employer
Address
City/State/Zip
Phone
Supervisor/Contact Person
<p>I, <u>(Name)</u> _____</p> <p>give my permission to have information regarding my employment with the above-named organization released to:</p> <p>Ephrata School District 499 C Street NW Ephrata, WA 98823-1690</p> <hr/> <p>Phone 509-754-2474 Fax 509-754-4712</p>
Printed name of applicant
Address
City/State/Zip
Phone
<i>Signature</i>

Feb 2011

ReleasePersonallInfo.doc

VOLUNTARY EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

Ephrata School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX, Michele Webb, 509-754-5285; Section 504/ADA, Travis Eloff, 509-754-3538; Civil Rights Compliance, Aaron Cummings, 509-754-5285; OCR Compliance Officer, Sharon Scellick, 509-754-2474.

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Discrimination in employment is prohibited under Title VI of the Civil Rights Act of 1964. Recognizing its legal as well as social obligations to make equal employment opportunity a reality, the Ephrata School District has implemented an affirmative action program. The goal of the program is proportionate representation of the entire community at all levels of school district employment.

This supplemental information is confidential and is for record keeping and our affirmative action program only. This voluntary information will not be included with your application for employment. Your responses will be kept separate from other documents relating to your application.

1. Name _____

2. Date of Birth _____ Male _____ Female _____

3. Please indicate racial or ethnic group with which you identify:

- White Black Asian American Indian
- Spanish Surnamed Other _____ (please specify)

4. Viet Nam Veteran 5. Disability*

**Disability is defined as any person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such impairment, (3) is regarded as having such an impairment, or (4) is a disabled veteran.*