



Anacortes School District #103

2200 M Ave, Anacortes WA 98221

www.asd103.org

Applications: (360) 293-1200

Personnel Department (360) 293-1203

Jobs are posted on the web: www.asd103.org

APPLICATION FOR EMPLOYMENT

CLASSIFIED PERSONNEL

Dear **CLASSIFIED** Applicant:

Thank you for your interest in applying for a position in our school district. The following information will be helpful to you in the application process.

APPLICATIONS: Applications may be downloaded or picked up at the district office. If you would like an application mailed to you, please call (360) 293-1200.

Print legibly in ink, giving information as requested. In addition to sending your completed district application form, all applicants must include a **Letter of Interest** (cover letter stating each specific position and posting number for which you are applying), a current **Résumé** and **Three Letters of Recommendation** in order to be considered for a position.

On the front of the application, you will note a box titled "Check Position(s) Desired." You may check both "Permanent" and "Substitute" if you are interested in either status. Check all areas of employment for which you wish to be considered, especially if you are interested in substituting.

If you wish to be on our "Sub List" (on-call when permanent employees are ill or on leave), please call Kristi Lang at (360) 293-1207 to discuss current district needs. Prior to accepting a substitute position, you will be required by state law to be fingerprinted and all necessary paperwork must be completed. Fingerprinting is done, by appointment only, at the District Office at a cost of \$55.00.

INTERVIEWS are scheduled only after the closing date of a position and after the selection team has screened all application materials. Incomplete files will not be screened; it is the responsibility of the candidate to assure their file is complete. All application materials must be submitted by the closing date in order for the applicant to be considered. *Late materials will not be considered.*

PLEASE NOTE:

Anacortes School District Policy 5005 requires that employees shall be subject to a records check through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check shall include a fingerprint check with the cost, currently \$55.00, borne by the employee. Anacortes School District will provide this service.

ASD policy requires all employees born January 1, 1957 or after to complete an immunization history. If selected for a position, please be prepared to provide this information immediately.

By state law, ALL employees are required to have HIV/Bloodborne Pathogen and Hazardous Materials training. If you have had this in another district, please provide proof from that district. The district will provide training to new employees.

Employees working with medically fragile students, or employees who may come into contact with bodily fluids, are required to have **Hepatitis B** training within ten days of employment. The district will provide this training.

Your completed application will be kept on file for one year. If during this time you wish to apply for other posted positions, submit a letter of interest and a current résumé. State in your letter that your application is currently on file and that you are applying for a specific position. Please note any change in address, phone, name, etc.

IF YOU ARE SELECTED FOR A POSITION in the Anacortes School District, you will be expected to meet the following requirements as conditions of your employment:

- **Successful WSP and FBI background clearance check**
- **Washington State Sexual Misconduct Disclosure Release Form**
- **I-9 Employment Eligibility (citizen or legal alien status)**
- **W-4 form**
- **WA State Department of Retirement Status form**
- **Immunization History** (for persons born January 1, 1957 or after) – Completion of District form to be placed on file with personnel office
- **HIV/Bloodborne Pathogen and Hazardous Materials training** (verification of prior training or the district will provide)
- **Hepatitis B training** (if required)
- **Social Security Card and Driver's License** (for identification upon hiring) to be copied by Personnel Office

We hope you find this information helpful as you seek employment with the Anacortes School District.

Please send your application to:

Personnel Department
c/o Bonnie C. Haley
Anacortes School District #103
2200 M Avenue
Anacortes, WA 98221

We hope you find this information helpful as you seek employment with the Anacortes School District.

Sincerely,

Dale Bowen
Director or Personnel/Operations



Anacortes School District #103

2200 "M" Avenue, Anacortes, Washington 98221

www.asd103.org

(360) 293-1200 – (360) 293-1222 FAX

APPLICATION FOR EMPLOYMENT

CLASSIFIED PERSONNEL

 Last Name First Name Middle Initial Date of Application

Other names used/maiden name, if applicable

 Present Address City State Zip Telephone ()

 Permanent Address City State Zip Telephone ()

Check Position(s) Desired:	Permanent	_____	Substitute	_____
Maintenance	_____	Secretarial/Clerical	_____	Other
Custodial	_____	Food Service	_____	_____
Grounds	_____	Para Educator	_____	_____

EDUCATION AND TRAINING

List all schools attended including high school/GED

List most recent first.

Name of Institution City, State, Zip	Full-Time or Part-Time	Degree Earned	Qtr. Credits Earned	Field of Study

List any other special training you feel is pertinent to the position(s) for which you are applying.

EXPERIENCE

Beginning with your present or most recent employment, list all your work history, including military service (attach a separate sheet, if necessary). Please complete the following sections even if you are submitting a résumé in addition to this application.

Employer _____ Phone (____) _____

Address _____

Supervisor's name _____

Dates: From (Mo/Yr) _____ To _____

Position _____

Primary responsibilities and duties: _____

Reason for leaving _____

Employer _____ Phone (____) _____

Address _____

Supervisor's name _____

Dates: From (Mo/Yr) _____ To _____

Position _____

Primary responsibilities and duties: _____

Reason for leaving _____

Employer _____ Phone (____) _____

Address _____

Supervisor's name _____

Dates: From (Mo/Yr) _____ To _____

Position _____

Primary responsibilities and duties: _____

Reason for leaving _____

REFERENCES

List three unrelated individuals who can provide professional and/or character references.

Name	Address	Telephone	Occupation
		()	
		()	
		()	

OTHER PERSONAL DATA

1. Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

Yes _____ No _____

2. Are you physically able to perform the duties of the job for which you are applying?

Yes _____ No _____

3. Have you been employed by Anacortes School District before?

Yes _____ No _____

If yes, list previous position(s) and last date worked.

APPLICANT'S STATEMENT

I hereby certify that all the information given is true to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, and I agree that the references and personal information which becomes a part of the application will be regarded as confidential and shall not be revealed to me.

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, ordinance, excluding minor traffic violations? A conviction record will not necessarily bar you from employment.

Yes _____ No _____

If yes, please explain _____

Within the last ten years have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position?

Yes _____ No _____

If yes, please explain _____

Signature of Applicant

Date*

* Applications will be kept on file for a period of one year from this date.

“Anacortes School District is An Equal Opportunity Employer”

Anacortes School District #103 complies with all state and federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, Vietnam-era or disabled Veteran status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. This holds true for all district employment and opportunities as well as all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504 Coordinator.

Title IX/RCW 28A.640 Officer: Cindy Simonsen
Section 504 Coordinator: Maggie Thompson
2200 “M” Avenue, Anacortes, WA 98221
(360) 293-1200

Anacortes School District is an Equal Opportunity Employer

Anacortes School District is committed to an affirmative action program that provides for the recruitment of women, people of color, people with disabilities, people 40 or over, and veterans. In order to implement this program, the Anacortes School District requests that you provide the following information. You are not required to do so, but if you choose not to furnish this information, the employer is required to note race, national origin, and gender under federal law on the basis of a visual observation or surname. A decision not to provide this information will not result in any adverse treatment of your application for employment. This information will be kept confidential.

Name: _____

Date: _____

GENDER:

_____ Female _____ Male

ETHNIC GROUP:

_____ African American (not of Hispanic origin)
_____ American or Alaskan Indian (Tribal Affiliation _____)
_____ Asian/Pacific Islander
_____ Caucasian (not of Hispanic origin)
_____ Hispanic
_____ Other (specify _____)

DISABLED STATUS:

Do you have a physical, sensory, or mental condition that would affect your working conditions?

_____ Yes _____ No

AGE GROUP:

Are you in the protected age group (age 40 or over) _____ Yes _____ No

VETERAN STATUS:

Veteran _____ Yes _____ No

Disabled Veteran _____ Yes _____ No



Anacortes School District #103

Applicant Disclosure Form

Pursuant to RCW 43.43.830

Please complete the following questions and sign the affidavit. Any falsification or deliberate misrepresentation in the completion of this form including omission of a material fact can be grounds for denial of employment with the Anacortes School District.

All required documentation requested below must accompany the form. All questions must be answered. If additional space is required, attach a separate sheet of paper.

Section I – Personal Information (please print or type)

Full Name _____
(Last) (First) (Middle)

Mailing Address _____
(Street) (City) (State) (Zip Code)

Home Telephone Number (_____) _____

Please list all former names you have used and the approximate dates of use. (If more than three, list on a separate sheet of paper).

Date _____

Date _____

Date _____

Section II – Professional Fitness

If you answer “yes” to questions 1, 2, 3, and/or 4, give a complete explanation, including duties, circumstances, and supporting documentation on a separate sheet of paper.

- | Yes | No | |
|-----|-----|--|
| ___ | ___ | 1. Have you ever been dismissed, discharged or fired from any employment? |
| ___ | ___ | 2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation? |
| ___ | ___ | 3. Have you ever been disciplined by a past or present employer because of allegations of misconduct? |
| ___ | ___ | 4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part or have you ever been found guilty of misconduct or harassment by an employer? |
| ___ | ___ | 5. Has your professional license ever been revoked? |
| ___ | ___ | 6. Have you ever had sanctions placed on your teaching certificate for any reason? |
| ___ | ___ | 7. Have you ever been denied a teaching certificate anywhere? |
| ___ | ___ | 8. Is disciplinary action currently pending anywhere against your certificate? |

Section III - Fitness

If you answer “yes” to questions 4 and or 5, attach copies of any court orders entered in the proceeding.

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | 1. Are you able to perform the essential function of a certificated/classified position with or without reasonable accommodation? |
| ___ | ___ | 2. Do you currently use illegal drugs? |
| ___ | ___ | 3. Have you used illegal drugs in the last year? If your answer is “yes”, explain on a separate sheet of paper. |
| ___ | ___ | 4. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor? |
| ___ | ___ | 5. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any person? |

