

# FINLEY SCHOOL DISTRICT #53

# **ALL KIDS ACHIEVING**

224606 E Game Farm Rd, Kennewick WA 99337 509-586-3217 FAX 509-586-4408 www.finleysd.org

#### Dear Classified Applicant:

Thank you for your interest in Finley School District. Please read the application materials carefully. Once your application and other required documents have been received by Personnel, your file will be reviewed. Your file will be screened to determine if you are eligible for an interview. You are encouraged to contact the Personnel Office (509) 586-3217 to inquire about the status of your application and/or any open position for which you apply. **Applications received will be kept on file for three years, unless renewed at the request of the applicant.** 

The following documents are required for a completed application packet:

- 1. Classified Application form
- 2. **General Cover Letter** stating your qualifications for the type of position(s) in which you are interested.
- 3. Current Resume.
- 4. **Applicant Disclosure Statement.**
- 5. At least two letters of reference. Please ask persons who know your work qualifications to provide written letters of reference.
- 6. <u>Affirmative Action form.</u> (Optional)

When an offer of employment is made, new employees must complete a background check for criminal history, including a fingerprint check, by the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI), as well as a current written disclosure of specified criminal convictions and civil or disciplinary board findings. Any offer of employment is conditional upon the successful outcome of the criminal history background check and approval by the District's Board of Directors.

If you have any questions, please call our office at (509) 586-3217.

Sincerely,

Bryan Long
Director of Human Resources

Finley School District is an Equal Opportunity Employer

Finley 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 Coordinator and Civil Rights Compliance Coordinator - Human Resource Director, blong@finleysd.org. Section 504/ADA Coordinator - Special Services Director, amclaughlin@finleysd.org
Mailing address and phone number: 224606 E Game Farm Rd Kennewick WA 99337, 509-586-3217.



# Finley School District #53

224606 E. Game Farm Road, Kennewick, WA 99337 (509) 586-3217 (509) 586-4408 Fax



### **CLASSIFIED APPLICATION FORM**

#### INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY IN BLACK INK

ame Last		First	Middle	
			_City	
uuress			_Oity	
tate	ZipPh	none	Cell Phone	
mail Address		Social Security Nu	umber	
ther Name(s) records may	/ be listed under:			
osition applying for: (Pleas	e check all boxes you are interest		Location: (Check all that apply)	
Para Educator	Maint	tenance/Custodial	Elementary School	
Food Service/Casl	nier Secre	etarial/Clerical	Middle School	
Coach	Trans	sportation	High School	
			District Office	
ype of Work: <b>[]</b> Ful	II-time Part-1	time Substit	tuto	
ype of work.		Gubstit	iuto	
applying for specific po	sition please list:			
VORK EXPERIENCE Start with most recent work or atta	ach resume)			
Dates Employed	Employer	Position	Reason for Leaving	

#### **EDUCATION**

(or attach resume)

	Name of Institution	Location (City, State)	Dates Attended	Diploma or Degree
High School				
College or University				

#### **REFERENCES**

Please list the names of four (4) persons who know of your current work and qualifications

Name	Position/Title	Work Phone Number	Home/Cell Phone Number

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my person, employment and other related matters as may be necessary in arriving at an employment decision. I hereby release Finley School District from all liability in making or responding to lawful inquiries in connection with my application for employment.

I understand that application materials are not public records and may be kept confidential (RCW 47.17.310(1), but that if I become a finalist in the selection process, am actually hired, and/or any application materials become part of my personnel file, they may become subject to public review.

Background Check: I also understand that fingerprinting (state and national) is a requirement of employment with school districts in the State of Washington (RCW 43.43.834). For the recommended applicant, employment will be conditional upon the district's receipt of a conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges. Until such time as this process is completed, my employment shall only be as a casual day-to-day employee and will not in any way bind or require the Finley School District to continue my employment.

Immigration Reform and Control Act Requirement: The recommended applicant will be required to complete an INS I-9 form and must provide proof of employment eligibility.

Signature of Applicant	Date	
All application materials should be mailed to:	Personnel/Certificated Finley School District #53 224606 E Game Farm Rd Kennewick WA 99337	

Finley School District is an Equal Opportunity Employer

Finley 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 Coordinator and Civil Rights Compliance Coordinator - Human Resource Director, <a href="mailto:blog@finleysd.org">blog@finleysd.org</a>. Section 504/ADA Coordinator - Special Services Director, <a href="mailto:amclaughlin@finleysd.org">amclaughlin@finleysd.org</a> Mailing address and phone number: 224606 E Game Farm Rd Kennewick WA 99337, 509-586-3217.



# (See RCW 43.43.830) APPLICANT DISCLOSURE STATEMENT

(All Volunteers having unsupervised access to children under 16 year of age and all prospective employees are "applicants")

# ALL QUESTIONS MUST BE ANSWERED. ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS STATEMENT.

 Have you ever been convicted of any crime against children or other persons? (The term "convicted" includes all instances in which a plea of guilty or nolo contendere or stipulation to facts or deferred or suspended sentence occurred.)

#### PLEASE CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED:

Aggravated Murder First or Second Degree First or Second Degree Murder Kidnapping First, Second or Third First, Second, or Third First, Second or Third Degree Assault Degree Assault of a Degree Rape Child First or Second Degree First Degree Arson First Degree Burglary Burglary Indecent Liberties First or Second Degree First or Second Degree Manslaughter Extortion First Degree Promoting Incest Vehicular Homicide Prostitution Simple Assault Communication with a Unlawful Imprisonment Minor Child Abuse or Neglect First or Second Degree First or Second Degree as Defined in RCW Custodial Interference Criminal Misconduct 26.44.020 First, Second, or Third First or Second Degree Malicious Harassment Degree Child Sexual Misconduct with Molestation a Minor Patronizing a Juvenile Child Abandonment Violation of Child Abuse Prostitute Restraining Order Child Buying or Selling Prostitution Felony Indecent Exposure

#### PLEASE CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE

If you have been convicted of any such crimes, then state on a separate piece of paper the following:

- A. The nature of the offense charged
- B. The nature and address of the court
- C. The date of disposition
- D. The final disposition

	RCW, or in any disciplina have physically abused a	ary board final decision, to any minor or to have abus	Title 26 RCW, in any protect have sexually assaulted or ed or financially exploited a ers or board findings entere	r exploited and my vulnerable	y minor or to adult? If you
		YES	NO		
3.		nen state on a separate p	ave you resigned in order to ece of paper the name, add final disposition.		
		YES	NO		
4.	Are you presently charge 1-3 above?	ed with but not convicted	of any of the violations or cri	imes describe	ed in paragrap
		YES	NO		
5.	Do you have any nicknar which you refer to yourse	mes or short first names o	r any other name or alias b elow.	y which you a	re referred o
		YES	NO		
6.	Have you previously retire	d from any other public a	gency?	YES	NC
	Have you previously retire explain:		g-1112 <b>)</b> 1	YES	NC
If yes,	explain:				
If yes, 6		cted of a felony?		YES	NC NO
7.	explain:  Have you ever been conviexplain:	cted of a felony?	, N	YES	NO
7. If yes,	explain:  Have you ever been convi	cted of a felony?  sion of facts shall be sufficient cause me the property of the Finley Schoo	for disqualification of this application or District #53, which reserves the right to	YES  termination of emple of accept or reject it	NO  oyment. Furthermo  A criminal histor
7. If yes, Any falsific understoor applicants the Finley government It further au me. In coo	explain:  Have you ever been conviexplain:  cation or any misrepresentation or omiss of that this application and records become considered for hire by the Finley School	cted of a felony?  sion of facts shall be sufficient cause me the property of the Finley Schoo Dol District #53 shall be requested the specific property of the stagation of my personal or employment of or any Federal law enforcement agreed to the specific property of this application, I release the review of this application, I release the specific property of the specific property	for disqualification of this application or I District #53, which reserves the right to rough the Washington State Patrol and e of Washington that the foregoing is true history and authorize any former employ nocy to give the Finley School District #53 egarding me if such information is reque	termination of emplo o accept or reject it //or Federal Bureau e and correct. Furth //er, person, firm, cor 8 any information the isted by a different p	NO  Dyment. Furtherm.  A criminal histor or Investigation as ermore, I hereby a poration, credit ag poration, credit agroated the properties of the properti
7. If yes, Any falsific understood applicants employme Pursuant the Finley governmeil further aume. In coof furnishir lalso undt #53 awaits conditiona	explain:  Have you ever been conview of the thickness of the transfer of the thickness of the transfer of the	cted of a felony?  sion of facts shall be sufficient cause me the property of the Finley School District #53 shall be requested the yof perjury under the laws of the Stagation of my personal or employment agalose any information they may have review of this application, I release thation.  onally employed while the Finley Schoining decision as to whether or not I wasts and until such time as they are care.	for disqualification of this application or I District #53, which reserves the right to rough the Washington State Patrol and e of Washington that the foregoing is true history and authorize any former employ ncy to give the Finley School District #53 egarding me if such information is reque e Finley School District #53 and all provious District #53 performs a background result be employed by the Finley School District #53 performs a background result is the supplication of the sup	termination of emple o accept or reject it lor Federal Bureau e and correct. Furth ver, person, firm, cor 3 any information the sted by a different p ders of information f ecord check or while trict #53. I understate	NO  Dyment. Furthermore. A criminal histor or Investigation as ermore, I hereby at poration, credit age may have regard otential future emprom any liability as ethe Finley School and that my employ

### FINLEY SCHOOL DISTRICT NO. 53

NAMI	E:		DA	TE:		
well as Affirm school	s social obligation ative Action Progr district's program	(First) ey School District is prohib to make equal employmem. The goal of this progra For the purpose of eff the information below. This	ent opportunity a rea im is proportionate rep ectively implementing	lity, the Fresentation g the Distr	inley School District is of the entire community ict's Affirmative Action	s implementing an y at all levels of the on Plan, we would
		the new federally mandatellect ethnicity and race data			d race data, beginning	in 2010-11, school
1.	Ethnicity – are	you either (circle one)	Hispanic/Latino	or	Not Hispanic/Latin	o
2.	Race – Which	race category do you belo	ng to? Please check	all that ap	oply.	
		American Indian or Ala Asian (A) Black or African Americ Native Hawaiian or Oth White (W)	can (B)	<b>'</b> )		
3.	Sex	Male Female				
		OPTIONAL EN	MPLOYMENT QU	ESTION!	NAIRE	
		litation Act of 1973 and Secont of disabled persons and V		509, Vietna	am Era Veterans Readju	stment Act of 1974
action	efforts. The inforn	on this form is for the use on the is requested on a voluct you to any adverse treatn	ıntary basis and will be	kept confi	dential. Refusal to prov	ide the requested
CHEC	CK APPROPRIA	ΓE ANSWER:			YES	NO
1.	Non-Veteran:	Are you physically or me	ntally disabled?		(max 100 m)	
	If yes, explain	disability:				
2,	Veteran: Are y	ou physically or mentally	/ disabled?			
	If yes, explain	disability:				
	Is disability ser	vice connected? If yes, v	vhich war?		700 - 100 -	· · · · · · · · · · · · · · · · · · ·
	World War II_	Korean Conflict	tVietnam Era	a		
3.	Vietnam Era N	on-Disabled Veteran?				
4.	I do not wish to	provide the information	requested.			

# FINLEY SCHOOL DISTRICT NO. 53

# PROFESSIONAL REFERENCE FORM

Position applying for:	
your contact with the app	has applied for a position istrict. We ask that you carefully evaluate the applicant in terms of plicant.
From	to Date
Date	Date
courtesy and appearance the outstanding qualifies	ving you provide information on the applicant's general behavior, se. Please make a statement describing what you consider to be sof the applicant. Also we would appreciate your identifying any employment in a school district.
Outstanding Qualities:	
Weaknesses:	
General Behavior:	
Name:	Signature:
Date:	Your phone number:
Thank you for assisting	us in evaluating this applicant. This is confidential, so please return

Thank you for assisting us in evaluating this applicant. This is confidential, so please return directly to:

HUMAN RESOURCES FINLEY SCHOOL DISTRICT NO. 53 224606 E. Game Farm Road Kennewick, WA 99337

# FINLEY SCHOOL DISTRICT NO. 53

# PROFESSIONAL REFERENCE FORM

Position applying for:	
your contact with the app	has applied for a position istrict. We ask that you carefully evaluate the applicant in terms of plicant.
From	to Date
Date	Date
courtesy and appearance the outstanding qualifies	ving you provide information on the applicant's general behavior, se. Please make a statement describing what you consider to be sof the applicant. Also we would appreciate your identifying any employment in a school district.
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Thank you for assisting us in evaluating this applicant. This is confidential, so please return directly to:

HUMAN RESOURCES FINLEY SCHOOL DISTRICT NO. 53 224606 E. Game Farm Road Kennewick, WA 99337



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
Office of Professional Practices
Old Capitol Building, PO BOX 47200
OLYMPIA WA 98504-7200
OPP (360) 725-6130 TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification
E-Maii: cert@k12.wa.us

#### CHARACTER AND FITNESS SUPPLEMENT

Please complete the following questions carefully and completely before providing information and signing the affidavit. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification, or in the case of a certificate holder, reprimand, suspension, or revocation of the educational certificate, credential, or license.

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

SECTIO	N I - PI	ERSC	ONAL INFORMATION (please print or type)			
1. NAME				MAIDEN NAME		
3. ADDRES	SS		4.	DATE OF BIRTH		
CITY/ST	ATE/ZIP		5.	SOCIAL SECURITY NO. (OPTIONAL)		
6. TELEPH	IONE			E-MAIL		
BUSIN	IESS: (		) HOME: ( )			
8. Plea	ase list a	all for	rmer names you have used and approximate dates of use. (If n	more than three, list on separate sheet of paper.)		
		_		<u>Date</u>		
				Date		
				Date		
SECTIO	N II - P	ROF	ESSIONAL FITNESS			
Yes	No	1.	Have you ever held or do you currently hold a Washington ed	ducation certificate?		
		2.	Have you ever held or do you currently hold any education certificate, credential or license authorizing service in the public/private schools in another state, province, territory, or country? If "yes," list the states, provinces, territories, and/or countries:			
	3. Are you currently or have you ever been the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.					
			s" to questions 4 through 11 (Section II), on a separate shed	et of paper, give a complete explanation,		
		4.	Have you ever had any adverse action taken on any certificat warning, reprimands, suspensions [including stayed], revocate			
		5.	Have you ever been denied, or otherwise rejected for cause,	an education certificate, credential, or license?		
		6.	Have you ever withdrawn an application for any education certificate, credential, or license?			
		7.	Have you ever practiced in any educational position in a public school for which you did not hold the appropriate valid educational certificate, credential, or license for that position?			
		8.	Have you ever been dismissed, discharged, or fired from any dependent adults? (Do not include RIFs)	employment position involving children or		
		9.	Have you ever resigned from or otherwise left any employme misconduct were pending?	ent (e.g., settlement agreement) while allegations of		

Yes	No	10	. Have you ever been disciplined by a past or present employer because of allegations of misconduct?
		11	. Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct?
SEC	TION III	- CRI	MINAL HISTORY
If y	ou ansv	ver "y	res" to any of the questions 1–5 (Section III), please provide the following:
A.	On a se	epara	te sheet of paper state the following:
	b. The C. If d. The	ne nar a cou ne dat	ed statement including what occurred, the nature of the offense, charge or warrant. me and address of the arresting agency. rt was involved, the name and address of the court. e of the arrest. al disposition, if any.
B.	If a cou	ırt wa	s involved, provide a copy of the court docket (can be obtained at the court in which the charge[s] were filed).
C.	Provide	a co	py of the complete arresting officer's report.
D.	If a cou	ırt wa	s involved, provide the sentence and judgment (can be obtained at the court in which the charge[s] were filed).
			was driving related, provide a copy of a current and complete 5-year driving abstract.
			tions 1, 2, 3, DO NOT include minor in possession (MIP)/minor in consumption (MIC) occurring more than 2 years
	or drivii	ng un	der influence (DUI) occurring more than 5 years ago.
	j 🖺	1.	In the last 10 years, have you ever been arrested for any crime or violation of the law? (Do NOT include Minor in Possession [MIP]/Minor in Consumption [MIC] occurring more than 2 years ago or Driving Under Influence [DUI/DWI] occurring more than 5 years ago.) (Note: For "yes" responses to 1, 2, 3, even if your case was dismissed or your record was sealed you must answer this question in the affirmative.) You need not list traffic violations for which a fine or forfeiture of less than \$300 was imposed.
		2.	In the last 10 years, have you ever been fingerprinted as a result of any arrest for any crime or violation of the law?
		3.	In the last 10 years, have you ever been convicted of any crime or violation of any law? (Note: For the purpose of this question "convicted" includes [1] all instances in which a plea of guilty or nolo contendere is the basis of conviction, [2] all proceedings in which a sentence has been suspended or deferred, [3] or bail forfeiture.) You need not list traffic violations or fines for which a fine or forfeiture of less than \$300 was imposed.
		4.	Have you ever been convicted of any felony crime?
		5.	Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include Washington State, any other state, province, territory, and/or country.
		6.	Have you ever been or are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is "yes," identify agency and location (street address, city, state) and the circumstances or details relating to the investigation on a separate piece of paper.
SEC	TION IV	- FIT	NESS
			es" to any question (Section IV), provide a written explanation on a separate sheet of paper:
Ye	s No		Have you ever exhibited any behavior or conduct which might negatively impact your ability to serve in a role which requires a certificate, credential, or license?
		2.	In the past 10 years, have you ever engaged in any conduct which resulted in the damage or destruction of property? (For purposes of questions 2 and 3, property includes both real and personal property owned by you or another. Do not list damages done as the result of an automobile accident.)
Г	] [	3.	In the last 10 years, have you ever threatened to damage or destroy property?
		4.	Have you ever engaged in any conduct which resulted in the physical injury or harm of any person(s)? (Do not list injury or harm caused as the result of duties performed due to a job assignment such as police officer, armed forces member, or athlete.)
		5.	Have you ever threatened to do physical injury or harm to any person(s)? (Do not list threats issued as the result of duties performed due to a job assignment such as police officer, armed forces member, or athlete.)

SEC	CTION IV	- FIII	NESS			
Yes	No	6.	Do you have a medical condition which in any way impairs or limits with reasonable skill and safety?	your ability to serve in a certificated role		
	N/A	7.	If you use chemical substance(s), does this use in any way impair or limit your ability to serve in a certificated role with reasonable skill and safety?			
	N/A		If you disclosed a "yes" answer to questions 6 or 7 above, are the limitations or impairments caused by your medical condition(s) or substance abuse reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? Please explain on a separate sheet of paper and provide the name, address, and telephone number of the program.			
		8.	Do you currently use illegal drugs?			
		9.	Have you used illegal drugs in the last year?			
	N/A		If you disclosed a "yes" answer to question 9 above, have you succin a supervised rehabilitation program? Please explain on a separaddress, and telephone number of the program.			
If you	ı answer	"yes'	' to questions 10 or 11, attach copies of any court orders entere	ed in the proceeding.		
Yes	No	10.	Have you ever been found in any dependency or domestic relation exploited any minor?	matter to have sexually assaulted or		
		11.	Have you ever been found in any dependency or domestic relation person?	matter to have physically abused any		
			' to questions 12 or 13, and a repayment agreement has been e	stablished, attach copies of the		
Yes	No	12.	Are you currently in default status on any educational loan or schol currently in a compliant deferment status.)	arship? (Do not include loans that are		
		13.	Are you currently in non-compliance with a support order?			
SEC	TION V	СНА	RACTER REFERENCES			
			ls, not related to you, who will serve as character references.			
NAME	E			TELEPHONE NUMBER		
MAILI	ING ADDRES	S		CITY/STATE/ZIP		
E-MA	IL ADDRESS	(OPTIOI	NAL)			
NAME				TELEPHONE NUMBER		
INAIVIE	=			( )		
MAILI	MAILING ADDRESS CITY/STATE/ZIP					
E-MA	IL ADDRESS	(OPTIOI	NAL)			
NAME	E			TELEPHONE NUMBER		
	WO 45555			( )		
MAILI	ING ADDRES	S		CITY/STATE/ZIP		
E-MA	E-MAIL ADDRESS (OPTIONAL)					

# \* ATTENTION \*

Please complete the appropriate sections on the next page (pg. 4 of 4).

#### **ALL APPLICANTS MUST COMPLETE THE AFFIDAVIT**

AFFIDA	VIT				
I, certify (or declare) u Washington that the foregoing and all information included in the a	nder the penalty of perjury under the laws of the state of pplication is true and correct.				
If the information provided or answer(s) to any question on the app being granted certification, I must immediately notify the Office of F college/university candidate.					
I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification, or in the case of a certificate holder, reprimand, suspension, or revocation of the educational certificate, credential, or license.					
SIGNATURE DATE	CITY/STATE				

### **COLLEGE/UNIVERSITY STUDENTS ONLY**

Please also complete the release below:

AFFIDAVIT	
I hereby authorize	_ to release, orally or in writing as may be requested, ffice of the Superintendent of Public Instruction
(OSPI) for the purpose of investigating and determining my eligibility for Washington State certification pursuant to	
RCW 28A.410, WAC 181-86, and WAC 181-87, as now or hereafter amended.	
SIGNATURE OF APPLICANT	DATE