



East Valley School District No. 361

12325 East Grace Spokane WA 99216

Phone 509.924.1830

Fax 509.927.9500

Website www.evsd.org

Superintendent: John Glenewinkel

Board of Directors:

Mitch Jensen

Mike Harris

June Sine

Kerri Lunstroth

Roger Trainor

Dear East Valley School District Applicants:

You are being provided with copies of the Washington State Sexual Misconduct Disclosure Release Statement. In accordance with WAC 180-87-080, we are required to obtain this form from each of your former school district employers. WAC 180-88-020 defines “employee” to include all classified employees, all certificated employees, and all substitute employees. In summary, if you were paid by a school district for working, that school district must complete this form.

Until we have obtained these forms you will be able to be employed on a conditional basis only. If we do not receive the appropriate forms back from each school district within 20 business days of your hire, you will be restricted from working as a substitute until we have in our possession all the forms required.

In order to expedite the hiring process, it will be helpful for you to have as many forms as possible sent to us prior to your substitute orientation. We encourage you to complete the form and fax these to the personnel/human resources office of your former school district employer(s) as soon as possible.

If you have any questions regarding this process, please feel free to contact the human resource department at 509-927-3219.

Thank you,

Director of Human Resources

East Valley School District No. 361

12325 East Grace Avenue, Spokane, WA 99216

FAX (509) 927-9503

AN EQUAL OPPORTUNITY EMPLOYER

Co-Curricular Application for Employment

Name: _____
Last First Middle

Present Address: _____
City State Zip

Permanent Address: _____
City State Zip

Current Home Phone Business/Message Phone

Other name(s) under which references or other employers know you: _____

POSITION(S) FOR WHICH YOU ARE APPLYING:

Present Position or Employment Status: _____
EMPLOYER POSITION

EDUCATION/TRAINING

	<i>High School</i>	<i>Vocational Training/School</i>	<i>Undergraduate College/University</i>	<i>Graduate Professional</i>
School Name/Location				
Years Completed (Circle Last Year)	9 10 11 12	9 10 11 12	9 10 11 12	9 10 11 12
Diploma/Degree & Year of Graduation				
Dates Attended				
Course of Study				
	<i>Date</i>	<i>Where</i>	<i>When</i>	<i>What</i>

PERSONAL REFERENCE

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

East Valley School District No. 361 APPLICANT ⁽¹⁾ DISCLOSURE STATEMENT

(Reference RCW 28A.400, RCW 43.43)

YOU MUST ANSWER ALL EIGHT (8) 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 stipulation to facts or deferred or suspended sentence occurred.)

- | | | |
|---|---|---|
| <input type="checkbox"/> Custodial Assault | <input type="checkbox"/> First, Second, or Third Degree Child Molestation | <input type="checkbox"/> First or Second Degree Manslaughter |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child | <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> First, Second, or Third Degree Rape |
| <input type="checkbox"/> First, Second, or Third Degree Assault | <input type="checkbox"/> Patronizing a Juvenile Prostitute | <input type="checkbox"/> First or Second Degree Robbery |
| <input type="checkbox"/> Simple Assault | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) | <input type="checkbox"/> Indecent Liberties |
| <input type="checkbox"/> First or Second Degree Custodial Interference | <input type="checkbox"/> Sexual Exploitation of Minor(s) | <input type="checkbox"/> Felony Indecent Exposure |
| <input type="checkbox"/> Incest | <input type="checkbox"/> Communication with a Minor for Immoral Purposes | <input type="checkbox"/> Vehicular Homicide |
| <input type="checkbox"/> First, Second, or Third Degree Rape of a Child | <input type="checkbox"/> First Degree Arson | <input type="checkbox"/> Unlawful Imprisonment |
| <input type="checkbox"/> Child Abandonment | <input type="checkbox"/> First Degree Burglary | <input type="checkbox"/> Malicious Harassment |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> Aggravated Murder | <input type="checkbox"/> Criminal Abandonment |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order | <input type="checkbox"/> First or Second Degree Murder | <input type="checkbox"/> First or Second Degree Criminal Mistreatment |
| <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> First or Second Degree Extortion | <input type="checkbox"/> Promoting Pornography |
| | <input type="checkbox"/> First or Second Degree Kidnapping | <input type="checkbox"/> First Degree Promoting Prostitution |
| | | <input type="checkbox"/> Prostitution |

CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

2. Have you ever been convicted of any of the following crimes relating to financial exploitation where the victim was a vulnerable adult (defined as adults of any age who lack the functional, mental, or physical ability to care for themselves)

- First, second, or third degree extortion
- First second or third degree theft
- First or second degree robbery
- Forgery
- Any of the foregoing crimes as they may have been renamed

ANSWER: NO YES IF YES, EXPLAIN BELOW.

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

ANSWER: NO YES IF YES, EXPLAIN BELOW.

¹ All prospective employees who will or may have unsupervised access to children less than 16 years of age, developmentally disabled persons, and/or vulnerable adults are “applicants”.

East Valley School District No. 361

APPLICANT DISCLOSURE STATEMENT

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4. 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 abuse any minor?

ANSWER: NO YES IF YES, EXPLAIN BELOW.

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

ANSWER: NO YES IF YES, EXPLAIN BELOW.

6. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.

ANSWER: NO YES IF YES, EXPLAIN BELOW.

7. 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.

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

ANSWER: NO YES

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 Signature: _____

Date and Place: _____

TO BE COMPLETED AFTER CONDITIONAL EMPLOYMENT IS OFFERED.

I certify under penalty of perjury that as of this date ____/____/____, a date on or after which I have been offered conditional employment with East Valley School District No. 361, the foregoing remains true and correct.

Your signature must be witnessed.

Print Name: _____

Sign Name: _____

Witness, Print Name/Title: _____

Witness, Sign Name: _____

Date and Place: _____

(

STUDENT ACTIVITIES/ATHLETICS

Instructions: Complete the front and back of this form to indicate your interest in student activities/athletics.

Date: _____

Name: _____
(Last)
(First)
(MI)

ACTIVITIES	<i>YEARS OF PARTICIPATION</i>			<i>YEARS OF ADVISING</i>				
	HIGH SCHOOL	COLLEGE	OTHER	ELEMENTARY	JR HIGH	SR HIGH	COLLEGE	OTHER
ASB ADVISOR								
DEBATE								
DRAMA/THEATER								
KNOWLEDGE BOWL								
MUSIC								
• Instrumental Jazz								
• Instrumental/Wind								
• Instrumental/Marching Band								
• Vocal/Choral								
VIDEO CLUB								
VOCATIONAL								
• FHL								
• FBLA								
• DECA								
• VICA								
YEARBOOK								
JOURNALISM								
OTHERS (LIST)								

ACTIVITIES INTERESTS

List the assignments you prefer in order of preference and ability.

1. _____ 2. _____ 3. _____

SPECIAL QUALIFICATIONS FOR THESE POSITIONS:

STUDENT ACTIVITIES/ATHLETICS

ATHLETICS	YEARS OF PARTICIPATION			YEARS OF COACHING				
	HIGH SCHOOL	COLLEGE	OTHER	ELEMENTARY	JR HIGH	SR HIGH	COLLEGE	OTHER
BASEBALL--BOYS								
FAST PITCH/SOFTBALL-GIRLS								
BASKETBALL--BOYS								
BASKETBALL--GIRLS								
CHEER/SPIRIT								
CROSS COUNTRY								
DIVING								
DRILL TEAM								
FOOTBALL								
GOLF								
GYMNASTICS								
SOCCER - BOYS								
SOCCER - GIRLS								
SWIM								
TENNIS BOYS								
TENNIS GIRLS								
TRACK								
VOLLEYBALL								
WRESTLING								
OTHERS (LIST)								

COACHING INTERESTS

List the assignments you prefer in order of preference and ability.

1. _____ 2. _____ 3. _____

SPECIAL QUALIFICATIONS FOR THESE POSITIONS:

LICENSING

First Aid Certificate Yes No If yes, expiration date: _____
 CPR Certificate Yes No If yes, expiration date: _____

Please list two references who have information regarding your coaching/advisory/athletic abilities:

Name	Address	Telephone

East Valley School District No. 361

CONFIDENTIAL EMPLOYMENT & CHARACTER REFERENCE FORM

APPLICANT: I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide to East Valley School District information they have regarding me. I hereby release and discharge those who provide information and East 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)

_____ (applicant print name) has applied for a classified position with the East Valley School District. We ask that you carefully evaluate the applicant in terms of your professional contact with this individual either as an employee in your company or as a volunteer in your organization.

Note: Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience.	Upper 10%	Upper 25% but not Upper 10%	Upper 50% but not Upper 25%	Lower 50% but not Lowest 10%	Lowest 10%	No basis for judgement
1. Flexibility: Willingness to learn new concepts or ways of doing things. Co-operative with youth and adults.						
2. Commitment to Accomplishment: Exertion of effort to attain particular goals. A desire for producing results. Organization of ideas, time, materials, and space so accomplishment occurs.						
3. Enthusiasm: Displays overall optimism and zeal for what one is doing. Willingness to be involved. Enthusiasm develops 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. Relationships: Ability and willingness to develop appropriate relationships with students and adults. Exhibits listening skills, patience, and liking for others. Shows empathy for students; is interested in their learning and welfare; is responsive to student needs; is accepting of students and has a high regard for them as they are.						
7. Multicultural: Accepts cultural and ethnic differences in students and adults.						
8. Dependability: Can be relied upon to maintain regular attendance, is punctual, and is communicative in a timely manner when personal responsibilities interfere with professional responsibilities.						
9. Modeling Appropriate Behavior: Dress, appearance, courteousness, and behavior of individual.						

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

Comments: _____

Name of Evaluator (please print) _____ Title: _____ Telephone: (____) _____

Relationship to Applicant _____

Observation from _____ to _____ Applicants position during this evaluation period _____

Have you observed this applicant: _____ very few times? _____ equal to one year? _____ several years?

Date: _____ Signature: _____

Thank you for assisting us in evaluating this applicant. Please return completed form to: Manager of Human Resources, East Valley School District No. 361, 12325 East Grace Avenue, Spokane, WA 99216 or Fax to (509) 927-9503

East Valley School District No. 361

CONFIDENTIAL EMPLOYMENT & CHARACTER REFERENCE FORM

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9. Modeling Appropriate Behavior: Dress, appearance, courteousness, and behavior of individual.						

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

Comments: _____

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Date: _____ Signature: _____

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East Valley School District No. 361

12325 E. Grace Avenue
Spokane Valley, WA 99216

Ray Stookey
Manager of Human Resources

Telephone: 509.927.3219
Facsimile: 509.927.9503
Email: stookeyr@evsd.org

Dear East Valley School District Applicants:

You are being provided with copies of the Washington State Sexual Misconduct Disclosure Release Statement. In accordance with WAC 180-87-080, we are required to obtain this form from each of your former school district employers. WAC 180-88-020 defines "employee" to include all classified employees, all certificated employees, and all substitute employees. In summary, if you were paid by a school district for working, that school district must complete this form.

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If you have any questions regarding this process, please feel free to contact the human resource department at 927-3219.

Thank you,

Ray Stookey
Manager of Human Resources
East Valley School District
509 927-9502



WASHINGTON STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE

(District Submits This Form to Previous School District Employer(s))

To:	SCHOOL DISTRICT EMPLOYER	<input type="checkbox"/> No prior school district employment
	PERSONNEL DEPARTMENT	
	STREET ADDRESS	
	CITY, STATE, ZIP	

The named applicant is under consideration for a position in our district. The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. The individual whose name appears below has had previous employment with your organization. As a former employer, we request you provide the information requested on this form within 20 business days as required by state law (RCW 28A.400). Sexual misconduct definitions are found in WAC 181-87 and WAC 181-88. Your assistance is appreciated.

APPLICANT'S NAME (FIRST, MIDDLE, LAST)	
FULL NAME WHEN LAST EMPLOYED WITH ORGANIZATION	
SOCIAL SECURITY NUMBER	CERTIFICATE NO.
APPROXIMATE DATES OF EMPLOYMENT	
POSITION(S)	

I authorize you to release to the school/district listed above, all information related to any acts of sexual misconduct that the school district has made a determination that there is sufficient information to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the school district. Such information includes copies of all related documents, including any rebuttal documents, in personnel, investigative or other files, in accordance with RCW 28A.400. I release the above employer and employees acting on behalf of the employer from any liability for providing information described in this document.

Applicant Signature _____ Date

This section to be completed by former school district employer(s) only.

<input type="checkbox"/> No sexual misconduct materials were found.	Was a complaint of sexual misconduct filed with OSPI? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes, sexual misconduct materials are available. Please contact for more information.	
<input type="checkbox"/> No record of employment	

Former Employer Representative Signature _____ Title _____ Date

Employing School Receipt Date _____ Received By _____

Return all completed information to:

SCHOOL DISTRICT East Valley School District No. 361 Human Resources Office	
ADDRESS 12325 East Grace Avenue Spokane Valley	PHONE 509-927-3219
STATE WA	ZIP 99216
	FAX 509-927-9503