



# East Valley School District No. 361

12325 East Grace Spokane WA 99216

Phone 509.924.1830

Fax 509.927.9500

Website [www.evsd.org](http://www.evsd.org)

*Superintendent: John Glenewinkel*

*Board of Directors:*

*Mitch Jensen*

*Mike Harris*

*June Sine*

*Kerri Lunstroth*

*Roger Trainor*

## ADMINISTRATIVE APPLICATION

Dear Applicant:

Thank you for your interest in applying for an administrative position in the East Valley School District. The following items must be included in your application packet.

1. Letter of application stating how the candidate's qualifications and experiences match the position description (required for classified or certificated applicants)
2. Completed District administrative application (required for classified or certificated applicants)
3. Resume (required for classified or certificated applications)
4. Confidential recommendation forms (required for classified or certificated applicants)
5. Authorization to complete reference check (classified or certificated applicants)
6. Application disclosure forms (required for classified or certificated applicants)
7. Washington State Sexual Misconduct Disclosure Release (required for classified or certificated applicants)
8. Current placement file - OR - two or three current letters of reference from professional educators. NOTE: Placement files are preferred and should be mailed directly from the college/university. (required for certificated applicant only)
9. Transcripts (unofficial copies acceptable) (required for certificated applicant only)
10. A copy of your Washington State certificate(s). (IF APPLICABLE) (required for certificated applicant only)

All application material must be received in the Human Resource office by 12:00 p.m. on the day of closing.

Interested and qualified candidates are invited to access our website at [www.evsd.org](http://www.evsd.org) or contact East Valley School District to obtain application materials at (509) 927-3219.

Again, thank you for your interest in our district. If you should have any further questions, you may contact our Human Resource office at (509) 927-3219.

Sincerely,

Ray Stookey

Director of Human Resources

# ADMINISTRATIVE APPLICATION

East Valley School District No. 361

Name \_\_\_\_\_

Total Years Experience: Administrative \_\_\_\_\_ Teaching \_\_\_\_\_

Title of Present Position \_\_\_\_\_

Years in Present Position \_\_\_\_\_

Permanent Address \_\_\_\_\_

(Street)

(City)

(State)

(Zip)

Telephone Number \_\_\_\_\_

(Home)

(Work)

permission to contact at work    Yes    No

Positions: Check position for which you are applying:

- \_\_\_\_\_ Assistant Superintendent
- \_\_\_\_\_ High School Principal
- \_\_\_\_\_ High School Asst. Principal
- \_\_\_\_\_ Middle School Principal
- \_\_\_\_\_ Middle School Asst. Principal
- \_\_\_\_\_ Special Education Coordinator
- \_\_\_\_\_ Elementary School Principal

- \_\_\_\_\_ Director of Student Achievement and Assessment
- \_\_\_\_\_ Manager of Human Resources
- \_\_\_\_\_ Supervisor of Maintenance
- \_\_\_\_\_ Supervisor of Transportation
- \_\_\_\_\_ Manager of Fiscal Affairs
- \_\_\_\_\_ Others \_\_\_\_\_

1. What administrative credentials do you now hold? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Explain any special qualifications you feel you have for this position. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Record of Professional Education

INSTITUTION	DATES	MAJOR	DEGREE

4. Administrative Experience

INSTITUTION/SCHOOL DISTRICT	ADDRESS/PHONE NUMBER	TITLE	FROM TO

5. List four references. Be sure to include Superintendents, Principals, Supervisors, Team Leaders, etc., for whom you have worked.

NAME	TITLE	TELEPHONE NUMBER

6. Please add any additional pertinent information. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Confidential Recommendation Form

Candidate Name: \_\_\_\_\_

Please rank this candidate in terms of the performance you have observed and recommended the candidate based on your evaluation. Circle the number which best corresponds to your judgment of the candidate. If you have not observed a listed dimension, please mark 7 – not observed.

	Poor	Fair	Average	Above Average	Excellent	Superior	Not Observed
<b>1. Leadership</b> Demonstrates leadership in all phases of position/assignment	1	2	3	4	5	6	7
<b>2. Decisiveness</b> Makes decisions, takes appropriate action, and accepts responsibility for actions and consequences.	1	2	3	4	5	6	7
<b>3. Oral/Written Communication and Listening Skills</b> Clearly presents facts and ideas orally in individual and group situation; expresses ideas concisely and precisely in writing. Listens effectively..	1	2	3	4	5	6	7
<b>4. Problem Analysis</b> Seeks and analyzes relevant and complex information to determine the important elements of a problem.	1	2	3	4	5	6	7
<b>5. Sensitivity &amp; Human Relations</b> Perceives the needs, concerns and personal problems of others; resolves conflicts; tactfully deals with individuals from varying backgrounds.	1	2	3	4	5	6	7
<b>6. Personnel Management</b> Judges and predicts behaviors of people in light of organizational needs; demonstrates human relations skill and ability to resolve conflicts.	1	2	3	4	5	6	7
<b>7. Organizational Ability</b> Optimally uses resources; schedules own work and time effectively.	1	2	3	4	5	6	7
<b>8. Creativity, Risk-Taking</b> Generates and recognizes innovative solutions in work-related situations; exhibits openness to new ideas from others; demonstrates originality.	1	2	3	4	5	6	7
<b>9. Teaming</b> Demonstrates effective teaming and collaboration skills.	1	2	3	4	5	6	7



**East Valley School District No. 361  
12325 East Grace Avenue  
Spokane Valley, WA 99216**

**AUTHORIZATION TO COMPLETE REFERENCE CHECK**

I hereby authorize East Valley School District to conduct a reference check of my professional and personal background in connection with my desire to obtain employment in the East Valley School District.

\_\_\_\_\_

(Printed name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

Print Name: \_\_\_\_\_

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire can be grounds for denial of employment or continued employment with the district.

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

EMPLOYMENT HISTORY DISCLOSURE

1. Are you presently under contract? No Yes – *If yes, with whom?*  
\_\_\_\_\_

What is your present position (Title)? \_\_\_\_\_

2. Are you a former employee of East Valley School District? No Yes  
If yes, list dates and positions: \_\_\_\_\_

3. Have you ever worked for a school district, ESD, or OSPI not listed in your application?  
No Yes **If “yes”, provide name and address of districts(s) and dates employed on a separate page.**

4. Have you ever been on a plan of improvement or placed on probation?  No Yes

5. Have you ever been placed on administrative leave pending investigation of allegations of misconduct? No Yes

6. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body? No Yes

7. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions) in order to avoid discharge or non-renewal? No Yes

8. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)? No Yes

9. Have you ever been disciplined for misconduct by a past or present employer? No Yes

10. Have you ever had your certificate revoked, suspended, or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation procedures? No Yes

11. Has any order or agreed order been entered into or imposed regarding your certificate? No Yes

12. If you answered YES to questions 4, 5, 6, 7, 8, 9, 10, or 11, attach a page explaining the underlying facts, place, date, and outcome.

Print Name: \_\_\_\_\_

**CRIMINAL HISTORY DISCLOSURE**

1. Are you presently charged with, but not convicted of, a crime?  
(Exclude civil infractions, such as minor traffic citations.)  
 No  Yes **If yes, attach an explanation of the nature of the charge, place, date, and court.  
A pending criminal charge will not necessarily bar you from district employment.**
  
2. Have you ever been convicted of a crime? (The term “convicted” means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations.)  
 No  Yes **If yes, attach an explanation of the nature of the crime, place, date, and court.  
A conviction record will not necessarily bar you from district employment.**

3. (A) **CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED:**  
(See above for definition of “convicted”).

- |   |   |   |
|---|---|---|
| <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"/> Endangerment with a Controlled Substance               | <input type="checkbox"/> First Degree Promoting Prostitution                |
|   |   | <input type="checkbox"/> Prostitution                                       |
|   |   | <input type="checkbox"/> First or Second Degree Custodial Sexual Misconduct |

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

Print Name: \_\_\_\_\_

4. Have you ever been (a) found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult or (b) convicted of any of the following crimes where the victim was a vulnerable adult: (Vulnerable adult means 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
- Forgery
- Any of the foregoing crimes as they may have been renamed

No Yes IF YES, EXPLAIN BELOW.

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

No Yes IF YES, EXPLAIN BELOW.

6. 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?

No Yes IF YES, EXPLAIN BELOW.

7. 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?

No Yes IF YES, EXPLAIN BELOW.

8. 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.

No Yes IF YES, EXPLAIN BELOW.

9. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 3 through 8 above? No Yes

**Print Name:** \_\_\_\_\_

An inquiry may be made to the Washington State Patrol, a Federal or other law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such inquiry will be made available to you upon request.

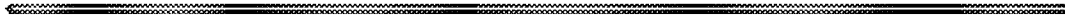
**CERTIFICATION, AUTHORIZATION AND RELEASE**

I hereby certify that all the information I have provided in this application for employment and the supporting documents is true, complete and correct. I authorize the District to which I am applying to conduct a background investigation into my past employment, education, vocational, and other activities such as my credit and criminal background. To conduct this investigation, I authorize the District to obtain a consumer report or similar information regarding me to the extent necessary to evaluate my suitability for employment. Further, if I am hired, I authorize the District at any time during my employment, to obtain a consumer report or similar information regarding me for the purposes of promoting, reassigning, or retaining me as an employee. I understand that a consumer report is a communication by a consumer reporting agency that bears on a consumer's character and general reputation, and may include, but is not limited to, credit checks and criminal background information. I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the districts to which I am applying with information regarding me. I hereby release and discharge said district(s) and those who provide, receive or use such 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 certification, education and experience. I understand and agree that false or misleading information, including omissions, in my application or interview(s) 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 fair credit reporting; and the approval of the District's Board of Directors.

Applicant, Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date and Place: \_\_\_\_\_





# WASHINGTON STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE

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

<b>To:</b>	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 180-87 and WAC 180-88. 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.**

No sexual misconduct materials were found. Was a complaint of sexual misconduct filed with OSPI?  Yes  No  
 Yes, sexual misconduct materials are available.   
 Please contact for more information.  
 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		
ADDRESS 12325 East Grace Avenue Spokane		PHONE 509-927-3219
STATE WA	ZIP 99216	FAX 509-927-9503