

**East Valley School District No. 361**  
**12325 East Grace Avenue**  
**Spokane Valley, WA 99216**  
**(509) 927-3219**

Dear Applicant:

We appreciate your interest in a position with the East Valley School District. Please submit your completed application to:

Ray Stookey  
Manager of Human Resources  
East Valley School District  
12325 East Grace Avenue  
Spokane Valley, WA 99216

**APPLICATION PROCESS**

East Valley uses a two-phase application process. To be considered for an open position, each applicant must have completed both phases as detailed below.

**PHASE ONE---DISTRICT APPLICANT PACKET**

To be eligible to be considered for any certificated position, the applicant must submit the following documents.

1. **Completed Application Form:** All information requested on the application form must be filled out accurately and completely. List the three references requested, including full names, titles, phone numbers and correct addresses.
2. **Professional Reference Forms:** If they are not already a part of your placement file, please have the WSPA Confidential Professional Reference forms mailed directly to the district by your references. (At least two must be returned and one must be from your most recent supervisor. In the case of student teachers, one form must be completed by your supervising teacher.) Human Resources may conduct reference checks with current/previous employers and supervisors.
3. **Placement File:** Please have your university/college send a copy of your confidential placement file to East Valley School District to be included with your application. If your college does not offer placement files, two confidential letters of recommendation will be required with the application.
4. **Transcripts:** Enclose a copy of **all** college and university transcripts or request your college/university to send your transcript(s) directly to us. This includes all under graduate coursework.
5. **Certificate:** Enclose a copy of your Washington State teaching certificate.

6. **Praxis II Test Scores:** Include copies of all Praxis II test scores for endorsements.
7. **Applicant Disclosure Statement:** Complete, sign and date the four-page disclosure form.
8. **Sexual Misconduct Form(s):** In accordance with WAC 181-87 and WAC 181-88, we are required to obtain this form from every school district in which you were previously employed, **including substitute and coaching employment.** You will need to complete a form for each school district. Please complete the top two sections of the form, sign, date and **forward with your application packet.** Until you have provided us with these forms, your application will be considered incomplete and you will not be considered for positions. Please **do not** send the forms to your prior districts; East Valley will do so.
9. **Affirmative Action Questionnaire:** Optional
10. **Substitute Employee Profile:** This form needs to be completed if you are wanting to substitute in our District.

## **PHASE TWO-OPEN POSITIONS**

As the district determines staffing needs, positions will be posted on the website. When you want to apply for a specific posting, please submit the following:

1. **Letter of Interest:** This letter of interest must reference the specific posting and include details of how your qualifications match the position.
2. **Current Resume:** The resume should highlight skills, experiences and qualifications for the position. A current resume is one that is no older than six months.

**PLEASE NOTE:** Letters of interest submitted without a current resume will not be considered. These two documents are used for the initial screening of candidates to be recommended for an interview.

## **GENERAL INFORMATION REGARDING YOUR APPLICATION**

1. You may submit an application packet (Phase One) at any time. Once it is complete, you may apply for open positions as they occur by completing Phase Two of the application process (letter of interest and current resume).
2. You may wait for a specific posting that is of interest to you and then submit your complete application including a letter of interest and resume (completion of Phase One and Phase Two simultaneously).
3. If you would like your application to remain active after one year, please **notify us in writing.**

## **INTERVIEW/SELECTION PROCESS**

Applicants selected for an interview for a specific position will receive a telephone. Interview appointments are based upon qualifications and the perceived match with the needs of a specific position.

## **OUT-OF-STATE APPLICANTS**

Out-of-state applicants should request Washington State certification by direct inquiry to the certification office of the Washington Superintendent of Public Instruction in Olympia, Washington (360-725-6400) or [www.k12.wa.us](http://www.k12.wa.us).

## **OFFERS OF EMPLOYMENT**

Any offer of employment is always subject to approval by the Board of Directors and successful completion of all paperwork and background checks.

## **FINGERPRINTING REQUIREMENTS**

New employees with regularly scheduled unsupervised contact with children must be fingerprinted for a state and national background check. There is a fee for this service. Only candidates recommended for employment will be required to meet the fingerprint requirement.

## **QUESTIONS**

Please direct all questions regarding your application to Claudette Spence, Human Resource secretary at (509) 927-3219 or [spencec@evsd.org](mailto:spencec@evsd.org).

Thank you for your interest in serving the students of the East Valley School District. We wish you success in your employment search.

Sincerely,

Ray Stookey  
Manager of Human Resources

# EAST VALLEY SCHOOL DISTRICT NO. 361

Human Resources Office  
 12325 East Grace Avenue  
 Spokane Valley, WA 99216  
 Telephone: (509) 927-3219  
 Fax: (509) 927-9503  
 Website: www.evsd.org

## CERTIFICATED Application for Employment

Last Name	First Name	Middle Name	Social Security #
Address	City	State	Zip Code
Home Phone	Work Phone		Cell Phone

### POSITION PREFERENCES

Prioritize the grade levels/subjects you prefer to teach and for which you are certified/endorsed.

Elementary	_____	K	_____	1-3	_____	4-5	_____		
Middle School	6-8 _____	Subject(s):	_____						
High School	9-12 _____	Subject(s):	_____						
Special Education	_____	Preschool	_____	K-5	_____	6-8	_____	9-12	_____
		Resource Room	_____						
		Self-Contained	_____						
		Behavior Intervention	_____						
Specialists	_____	OT	_____	PT	_____	SLP	_____	Psychologist	_____
		Nurse	_____	Counselor	_____				

### SUPPLEMENTAL ACTIVITIES

(Check any you are qualified/interested in coaching/advising.)

_____ Annual	_____ Debate	_____ Newspaper	_____ Volleyball
_____ Band	_____ Drama	_____ Orchestra	_____ Wrestling
_____ Baseball	_____ Drill Team	_____ Soccer	
_____ Basketball	_____ Football	_____ Softball	Other (please indicate):
_____ Cheerleaders	_____ Golf	_____ Tennis	_____
_____ Club Advisor	_____ Gymnastics	_____ Track	_____
_____ Cross-Country	_____ Intramurals	_____ Vocal Music	_____

I AM INTERESTED IN A SUBSTITUTE POSITION  
 East Valley School District No. 361 is an Equal Opportunity Employer

**WASHINGTON STATE CERTIFICATION/ENDORSEMENTS**  
(List Teaching, Administrative or Special Certificates held, or to be held.)

Type	Endorsement**	Date Issued	Expiration Date

**\*\* Include a copy of the test scores for any Praxis II tests taken.**

**EDUCATION**  
(List all colleges attended.)

Name of Institution City and State	Dates Attended Mo/Yr to Mo/Yr	Degree Earned	Major	Minor

**ADDITIONAL TRAINING**  
(Workshops/Seminars beyond degree.)

<p><b><u>Classroom Management</u></b></p> <p>___ Student Discipline ___ Electronic Grade Book ___ Other (specify)</p> <p><b><u>Student Assessment</u></b></p> <p>___ Performance Assessment ___ Criterion Referenced Tests ___ Other (specify)</p>	<p><b><u>Instructional Strategies</u></b></p> <p>___ Cooperative Learning ___ Multi-Age Classroom ___ Mastery Learning ___ Instructional Use of Computers ___ Integrated Curriculum ___ Other (specify)</p> <p><b><u>Curriculum Alignment</u></b></p> <p>___ State Essential Learnings ___ National Standards ___ GLE's ___ Other (specify)</p>	<p><b><u>Other Specialties</u></b></p> <p>___ Child Abuse/Personal Safety ___ Gender/Equity Issues ___ Multicultural Issues ___ Drug/Alcohol Issues ___ Gifted/Highly Capable Instruction ___ Math Strategies ___ Reading Strategies ___ Writing Strategies ___ Technology</p>
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**CURRENT EMPLOYMENT INFORMATION**

What is your present position? \_\_\_\_\_ Employer: \_\_\_\_\_

Titles, Duties, additional assignments: \_\_\_\_\_

Are you under contract? \_\_\_\_\_ If yes, until when? \_\_\_\_\_

**CERTIFICATED EXPERIENCE  
MUST INCLUDE ALL SUBSTITUTE EMPLOYMENT**

(East Valley School District grants experience only for those positions which require appropriate state certification and were performed after receiving a BA degree in the education field. Final approval of experience shall be determined by the Human Resources Department upon employment.)

DISTRICT NAME ADDRESS (Street, City, Zip)	SUBJECT(S) TAUGHT	DATES OF EMPLOYMENT	TOTAL YEARS	REASON FOR LEAVING
-----				
-----				
-----				
-----				
-----				
-----				

**EXPERIENCE OTHER THAN TEACHING**  
(Please include names and addresses of persons familiar with your work.)

EMPLOYER	ADDRESS	POSITION	DATES OF EMPLOYMENT
	-----		
	-----		
	-----		

## REFERENCES

(List the persons to whom your professional reference forms were sent.)

NAME	ADDRESS	TELEPHONE NUMBER

**To assure that you have a completed application in our office, please check the following:**

1.  Completed application form.
2.  Professional Reference Forms have been sent to appropriate people to be forwarded to East Valley School District upon completion. (At least two must be returned and one must be from your most recent supervisor. In the case of student teachers, one form should be completed by your supervising teacher.)
3.  College placement file has been forwarded (if not available, submit two additional letters of recommendation).
4.  Copies of transcripts from ALL colleges/universities attended (including undergraduate coursework).
5.  Copy of your Washington State teaching/ESA certificate.
6.  Copies of all Praxis II test scores for endorsements.
7.  Signed applicant disclosure statement.
8.  Sexual Misconduct Form(s) for all previous districts, including substitute and coaching employment.

I hereby certify that all the information I have provided, including the documents listed above, is true and correct. I also agree that falsification of any part of this application, including the documents listed above, shall be sufficient cause for dismissal. I give my permission for East Valley School District to contact any references or prior employers given in conjunction with this application. I further agree that if I am employed, I will provide verification of my certification, education and experience. References and personal information that become a part of this application will be regarded as confidential and shall not be revealed to me.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

East Valley School District No. 361 complies with federal rules and regulations that prohibit discrimination based on race, gender or disabilities in employment or participation in programs or activities. Direct inquires to: Compliance Officer, East Valley School District No. 361, 12325 East Grace Avenue, Spokane Valley, WA 99216; or, telephone: (509) 927-3219.

For Official Use Only

- WSPA Forms
- Placement File
- Transcripts
- Certificate
- Praxis II Test Scores
- Applicant Disclosure
- Affirmative Action
- Sexual Misconduct Forms
- Complete

WASHINGTON  
SCHOOL PERSONNEL  
ASSOCIATION  
Region 1

**This Form is Confidential**

The applicant noted on this form has given authorization to obtain information from listed references.

Eastern Washington school districts accepting this form include but are not limited to: Central Valley, Deer Park, East Valley, Mead, Riverside, Spokane, West Valley.

APPLICANT'S NAME: \_\_\_\_\_ has applied for a certificated non-administrative position.

How long have you known this applicant? \_\_\_\_\_ What school year(s) did you observe this applicant? \_\_\_\_\_

Where? \_\_\_\_\_ and in what capacity did the applicant work with you? \_\_\_\_\_

What was your title at the time? \_\_\_\_\_

In what capacity do you evaluate this applicant? As supervisor/evaluator \_\_\_\_\_ How long? \_\_\_\_\_ As colleague \_\_\_\_\_ How long? \_\_\_\_\_

REFERENCE WRITER PLEASE NOTE: Please rate this applicant on a scale of 1 to 7, with 1 being low and 7 being high, in each of the following factors. Compare this individual to all others you have observed. Check only one box per factor. You may receive a telephone call to confirm/verify your responses.

FACTORS	Low						High	Not Observed
	1	2	3	4	5	6	7	
1. <b>Classroom Management.</b> Effectively manages large and small groups, and individuals; creates an atmosphere conducive to learning by developing routines and procedures to increase learning.								
2. <b>Behavior Management/Discipline.</b> Establishes and uses appropriate behavior management procedures; recognizes conditions which may lead to discipline problems; establishes clear parameters for student behavior; develops strategies to prevent discipline problems; responds appropriately when problems occur; assists students toward self-discipline.								
3. <b>Flexibility.</b> Willing to learn new concepts and ways of doing things; cooperates with youth and adults; effectively uses various teaching styles; successfully teaches a variety of assignments; adapts to others in a team, staff, or parent situation.								
4. <b>Instructional Skills.</b> Plans, implements, and evaluates instructional activities; has knowledge of, and applies current approaches to teaching new ideas and skills; uses a variety of styles/methods which reflect planning and pacing skills appropriate to students; monitors results and takes appropriate action; assesses students' needs, prescribes programs, and provides strategies appropriate to age, background and intended learning of students.								
5. <b>Commitment to Accomplishment for Self and Others.</b> Establishes high expectations for self and students; exerts effort to attain goals; organizes, predicts, and monitors ideas, time, materials, and space to cause achievement to take place.								
6. <b>Relation to Students.</b> Develops favorable relationships with students; exhibits empathy and responds to student needs; listens, has patience, and demonstrates caring; accepts students as they are; is considered open and approachable by students; works collaboratively with students in decision-making.								
7. <b>Understands/Appreciates Multicultural and Diverse Populations.</b> Relates positively to youth and adults of varying socioeconomic, cultural, racial/ethnic backgrounds, different learning styles, and various disabilities; adjusts classroom activities to reflect the diversity of students.								
8. <b>Scholarship and Conceptual Skills.</b> Demonstrates ability to learn new ideas and skills for substantive and methodological aspects of teaching, for learning initial information necessary to function in the local setting, for applying new concepts during teaching, as the job changes, and in solving problems.								
9. <b>Enthusiasm.</b> Exhibits appropriate overall optimism and zeal, using them to motivate student learning. Uses facial expressions, body language, and presentation skills that demonstrate a caring and warmth toward students and an enthusiasm for learning.								
10. <b>Professional Orientation/Collaboration.</b> Possesses an awareness of current educational developments and their applications, including learning, child development and approaches to teaching; demonstrates a willingness to work collaboratively at the building and district level, effectively building relationships and responding positively to constructive comments and supervision; holds a strong belief in the importance of education; sincerely interested in the welfare of all students and in solving problems by consensus.								
11. <b>Technology Literacy.</b> Makes appropriate use of available technology in relation to planning activities, learning activities, and record keeping; integrates technology into the learning process.								

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

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

Please make any comments you feel would be helpful for us to know on the other side of this page.



WASHINGTON  
SCHOOL PERSONNEL  
ASSOCIATION  
Region 1

**This Form is Confidential**

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Where? \_\_\_\_\_ and in what capacity did the applicant work with you? \_\_\_\_\_

What was your title at the time? \_\_\_\_\_

In what capacity do you evaluate this applicant? As supervisor/evaluator \_\_\_\_\_ How long? \_\_\_\_\_ As colleague \_\_\_\_\_ How long? \_\_\_\_\_

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

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

Please make any comments you feel would be helpful for us to know on the other side of this page.



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.

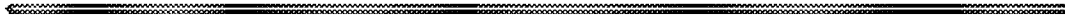
**CERTIFICATION, AUTHORIZATION AND RELEASE**

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: \_\_\_\_\_



## VOLUNTARY AFFIRMATIVE ACTION QUESTIONNAIRE

The East Valley School District is an equal opportunity employer that seeks qualified candidates who will bring diversity to our work force. The goal of our Affirmative Action Plan is proportionate representation of the entire community at all levels of the school district's program.

For the purpose of effectively maintaining the district's Affirmative Action Plan, we would appreciate your providing the information below. This is entirely voluntary and will remain confidential. This information will not be filed with or made part of your employment application.

Name \_\_\_\_\_ Date \_\_\_\_\_

Birth Date \_\_\_\_\_

Title of position applied for \_\_\_\_\_

**PLEASE CHECK THE APPROPRIATE ITEMS IN EACH OF THE FOLLOWING CATEGORIES:**

SEX: \_\_\_\_\_ Male \_\_\_\_\_ Female

I	American Indian or Alaskan Native-A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
A	Asian or Pacific Islander-A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
B	Black, not of Hispanic Origin-A person having origins in any of the black racial groups.
H	Hispanic-A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
W	White, not of Hispanic Origin-A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

ARE YOU: DISABLED  VETERAN  NON-VETERAN  VIETNAM VETERAN  ?

I do not wish to provide the information requested \_\_\_\_\_



# 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 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

# East Valley Substitute Employee Profile

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ PIN# \_\_\_\_\_  
(give yourself a six digit pin number)

Teacher Certificate or Permit Expiration Date \_\_\_\_\_

Endorsements \_\_\_\_\_

## Classifications:

Teacher (fill out the other side)

If you will work at all locations check here \_\_\_\_\_.

## Type:

\_\_\_\_ Elementary      \_\_\_\_ Middle School      \_\_\_\_ High School

## Location:

\_\_\_\_ East Farms Elementary      \_\_\_\_ Otis Orchards Elementary      \_\_\_\_ Skyview Elementary  
\_\_\_\_ Trent Elementary      \_\_\_\_ Trentwood Elementary      \_\_\_\_ East Valley Middle School  
\_\_\_\_ Mountain View M.S.      \_\_\_\_ East Valley High School      \_\_\_\_ CCS  
\_\_\_\_ Annex

*****Circle the Numbers of the Classifications You're Comfortable Substituting *****					
100 Kindergarten	101 First Grade	102 Second Grade	103 Third Grade	104 Fourth Grade	
105 Fifth Grade	106 Sixth Grade	108 Title 1	109 Title-Preschool	110 ESL-Elementary	
111 ESL-Middle School	112 ESL-High School	130 Spec Ed-Preschool	131 Spec Ed-Elem RR	132 Spec Ed-MS RR	
133 Special Ed- H.S. RR	134 Special Ed- Elem. SC	135 Spec Ed-MS SC	136 Special Ed.- H.S. SC	137 Special Ed- Elem S/P	
138 Special Ed- M.S. S/P	139 Special Ed-H.S. S/P	140 Special Ed- Elem. BD	141 Special Ed- M.S. BD	142 Special Ed- H.S. BI	
145 Special Education	150 PEP (Gifted)	160 Media (Lib)- Elem	161 Media (Lib)- M.S.	162 Media (Lib)- H.S.	
170 Combo 1-2	171 Combo 2-3	172 Combo 3-4	173 Combo 4-5	174 Combo 5-6	
182 5/6 Math/Science	183 6th LA/SS Block	184 6th Math/Science Blk	187 7/8 Math/Science	188 LAP	
196 7th Math/Science Blk	197 7th LA/SS Block	198 8th Math/Science Blk	199 8th LA/SS Blk	201 English/LA	
202 Drama	203 Debate	204 Yearbook	205 Journalism	206 Read/Writ Workshop	
207 Foreign Lang.- French	208 Foreign Lang.-German	209 Foreign Lang.- Spanish	210 Math- Basic	211 Math- Advanced	
212 Pre-Algebra	213 Algebra	214 Geometry	215 Pre-Calculus	216 Calculus	
217 I-728	219 Physical Science	220 Science-Basic	221 Science- Advanced	222 Biology	
223 Chemistry	224 Physics	225 Environmental Science	228 Health/Fitness-Boys	229 Health/Fitness-Girls	
230 P.E.- Adaptive (Spec Ed)	231 P.E.- Elementary	232 P.E.- Boys	233 P.E.- Girls	234 P.E.- Weight Training	
235 Health	236 Geography	237 PE General	238 Government	239 History	
240 Social Studies	241 Civics	242 World Affairs	243 Psychology	244 Sociology	
245 Careers	250 Music- Elementary	251 Music - Instrumental	252 Music - Strings	253 Music- Vocal	
254 Music-Orchestra	260 Voc-Technology Ed.	261 Voc- Woods	262 Voc.-Construction	263 Voc.-Metals	
264 Voc.-Mechanical	265 Voc.- Design/Cad	269 H.F.L. (Home Ed.)	270 Computer Ed.-Basic	271 Computer Ed.-Advanced	
280 Business Ed	281 Business Ed- Marketing	282 Business Ed-Keyboarding	284 Business Ed.- DECA	290 Art	
291 Photography					
<b>Circle the numbers of classifications that you are comfortable in substituting in</b>					