

ST. JOHN SCHOOL  
301 W. Nob Hill  
St. John, WA 99171  
(509) 397-8058  
Fax: (509) 648-3451



ENDICOTT SCHOOL  
308 School Drive  
Endicott, WA 99125  
(509) 397-8059  
Fax: (509) 657-3521

*LEARNING, GROWING, SUCCEEDING TOGETHER*

## **CERTIFICATED EMPLOYMENT APPLICATION**

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

- Letter of Application
- Personal Resume
- Three Current Letters of Recommendation
- Copies of all College/University Transcripts
- Copy of Teaching Certificate

### **GENERAL INFORMATION:**

- A limited number of finalists for any position will be invited for a personal interview. A personal interview is required before an applicant can be recommended for employment.
- If elected, the applicant agrees to accept assignments to subjects and activities as made by the superintendent and school board.
- The School District accepts applications for specific openings only. This application will be kept in our files until October 1, following the date of receipt.
- All application materials should be mailed to:  

<b>St. John School District</b>	<b>or</b>	<b>Endicott School District</b>
<b>301 W. Nob Hill</b>		<b>308 School Drive</b>
<b>St. John, WA 99171</b>		<b>Endicott, WA 99125</b>



# CERTIFICATED EMPLOYMENT APPLICATION

This application form will be used as a working document by the screening committee. Please fill in all blanks. (Do NOT state “see attached”, etc. or leave questions unanswered). If there is insufficient space for you to respond to questions, use additional paper and indicate which questions you are continuing to answer.

**Please TYPE or PRINT in blue or black ink so this can be photocopied.**

## PERSONAL INFORMATION

Last Name	First Name	Middle Initial	
Present Address	City	State	Zip
Permanent Address	City	State	Zip
Primary Phone Number	E-mail and/or Alternate Phone Number		

## EMPLOYMENT HISTORY

Please list all experience in reverse chronological order, be specific: state level/subjects taught, title, e.g.

Position/Title	Organization/Location	Grade Level	Dates
<b>Are you under contract? (If so, until when?):</b>			
<b>What is your present position?:</b>			
<b>If you are not selected for this position, would you be willing to substitute?:</b>			

## EDUCATION

Please list undergraduate and graduate.

College/University	Dates Attended	Degree	Major	Minor
<b>Washington State Teaching Certificate Number:</b>				

## PROFESSIONAL INFORMATION SUMMARY

**TEACHING LEVEL PREFERENCE:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Primary (K-3)      | <input type="checkbox"/> Middle School (7-8) | <input type="checkbox"/> Special Education (K-12) |
| <input type="checkbox"/> Intermediate (4-6) | <input type="checkbox"/> High School (9-12)  |   |

**SUPPLEMENTAL NON-TEACHING PREPARATION AND COMPETENCY:**

- |                                       |  |                                       |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Counselor    | <input type="checkbox"/> Elementary Admin. | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Psychologist | <input type="checkbox"/> Secondary Admin.  |                                       |
| <input type="checkbox"/> School Nurse | <input type="checkbox"/> Librarian         |                                       |

LIST COACHING EXPERIENCE & INTEREST:

LIST OTHER AREAS OF INTEREST:

ENDORSEMENT AND PREPARATION AREAS: (List the areas you are endorsed to teach)

**PREPARATION AREAS:**

Major	Minor

Within the last seven years have you ever plead guilty, been convicted, fined, imprisoned or placed on probation for violation of any law, police regulation or ordinance (excluding minor traffic violations)? (A conviction record will not necessarily bar you from employment.)

- Yes       No

Within the last 20 years have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position-teaching or other?

- Yes       No      \*If yes, please explain: \_\_\_\_\_

Have you ever had a certificate revoked, suspended or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation procedures?

- Yes       No      \*If yes, please explain: \_\_\_\_\_

## REFERENCES

Please list the names of four persons who know of your current professional work and qualifications.

Name	Position	Address	Phone

Do you place any restriction on contacting these and other references?     Yes     No

Comments: \_\_\_\_\_

\_\_\_\_\_

### PLEASE ANSWER THE FOLLOWING QUESTIONS IN YOUR OWN HANDWRITING

Why are you applying for a position in the St. John-Endicott School Districts?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What experience or preparation have you had which qualifies you for teaching in a rural school district?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information which in your opinion may help further your consideration for a certificated position in the cooperative schools?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT DISCLOSURE FORM PUSUANT TO CHAPTER 486, LAWS OF 1987**

PLEASE NOTE: A background check with the Washington State Patrol will be conducted on all certificated and all unsupervised classified employees and volunteers, and may be initiated on any other classified employees and volunteers.

Answer YES or NO to each listed item. If the answer is YES to an item, explain in the area provided, indicating the charge or finding, the date and the court(s) involved.

1. Have you ever been convicted of any crimes against persons as defined in section 1 of Chapter 486, Laws of 1987 and listed as follows: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second, or third degree rape; first, second or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment?

Yes       No

\*If yes, explain: \_\_\_\_\_

2. Have you ever been found in any dependency action under RCW 13.34.030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

Yes       No

\*If yes, explain: \_\_\_\_\_

3. Have you ever been found by the 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?

Yes       No

\*If yes, explain: \_\_\_\_\_

4. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

Yes       No

\*If yes, explain: \_\_\_\_\_

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (with knowledge of applicant) Signature and Printed Name

\_\_\_\_\_  
Witness Address and Phone Number

St. John-Endicott Cooperative School Districts

**Certificated Pre-Employment Information**

⇨ Confidential ⇩

Failure to provide the information requested below **will not** jeopardize or adversely affect the consideration you receive for employment. However, your answers will help ensure that our affirmative action program results in fair representation of employment and assist us in meeting requirements to accommodate the new federally mandated reporting of staff ethnicity and race data. This form will be separated from your application before any evaluation of candidates is undertaken.

Please complete questions one **and** two below and return this form with your application. If you have questions regarding this request, you can contact the school at 509-397-8058 or at [jkelly@sjeschools.org](mailto:jkelly@sjeschools.org).

Sex:  Male  Female Date of Birth: \_\_\_\_\_

- 1. **ETHNIC GROUP:** *Check either Yes or No* **Hispanic/Latino**  Yes  No
- 2. **RACE CATEGORIES:** *Check all that apply*

	<b>AMERICAN INDIAN/ALASKA NATIVE (I):</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
	<b>ASIAN (A):</b> A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent; including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
	<b>BLACK (B):</b> A person having origins in any of the Black racial groups of Africa.
	<b>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (P):</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	<b>WHITE (W):</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Disabilities:** "Disabled individual" means any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, 2) has a record of such impairment, (3) is regarded as having such an impairment, or (4) has a known relationship or association with a disabled person.

I am disabled as defined: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Recruitment Source:** Please indicate the publication or other source where you obtained information regarding this position notice so we can determine the effectiveness of various recruitment efforts:

\_\_\_\_\_  
**Please print:**

\_\_\_\_\_  
**Last Name** **First Name**

I hereby certify that all the information I have provided is true and correct, I give my permission for St. John-Endicott Cooperative Districts 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. I also agree that falsification of any part of this application shall be sufficient cause for dismissal. References and personal information, which become a part of this application will be regarded as confidential and shall not be revealed to me.

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

\_\_\_\_\_  
Date

NOTICE OF NON-DISCRIMINATION: The Cooperative Schools of St. John and Endicott do 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 employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/Civil Rights Compliance Coordinator: Superintendent, 509-397-8058 x2001 or 509-397-8059 ext. 1001; Section 504/ADA Coordinator: Principal, 509-397-8058 x 2001 or 509-397-8059 ext. 1001. NONDISCRIMINATION