



Snoqualmie Valley

Public Schools

8001 Silva Avenue SE, PO Box 400, Snoqualmie, WA 98065
Phone (425) 831-8000 ♦ Fax (425) 831-8040 ♦ www.svsd410.org

Application and Employment Procedures

Pursuant to RCW 43.43, as amended, the recommended applicant, if not a current regular employee, will be required to complete a criminal history background check, based on fingerprints, from the Washington State Patrol/FBI at the expense of the recommended applicant. Employment is 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 listed in RCW 43.43, as amended. In addition a disclosure form indicating whether the recommended applicant has been convicted of crimes against persons listed in the law must be completed. Further, proof of employment eligibility per the Immigration Reform and Control Act is required.

1. Application materials are accepted only for specific openings and must reference the job number(s) for which application is being made. Positions are posted in the District Office located at 8001 Silva Ave SE in Snoqualmie, on the district's website at www.svsd410.org. We also have a 24-hour recorded jobline, (425) 831-8496.
2. All information requested on the application form must be provided. In addition to the application form, certificated applicants are required to submit the following: letter of application, résumé, placement file (or three recent letters of recommendation if no placement file exists), copy of Washington State teaching certificate or permit, copy of college/university transcripts, and copy of any Praxis or WEST-E test results. In addition to the application form, classified applicants are encouraged to submit letters of recommendation, if available, a current résumé, and a cover letter.
3. Applicants with an active, completed application on file who wish to apply for additional positions must submit a letter of application referencing the job numbers of any open positions for which they wish to be considered.
4. Applications will remain in active status for one year only, unless renewal is requested in writing by the applicant.
5. When the position closes, applications for those who have a **complete** paperwork packet on file will be reviewed.
6. Individuals selected will be notified and invited to an interview (not all applicants will receive an interview).
7. Submit completed application paperwork to: Beverly Root, Personnel Director, Snoqualmie Valley School District, PO Box 400, Snoqualmie, Washington 98065.

The Snoqualmie Valley School District complies with all federal and state statutes and regulations and does not discriminate on the basis of race; creed, religion; color; national origin; honorably discharged veteran or military status; sexual orientation including gender expression or identity; the presence of any sensory, mental, or physical disability; or the use of a trained dog guide or service animal by a person with a disability. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator, Nancy Meeks, P.O. Box 400, Snoqualmie, WA 98065, phone 425-831-8015.

APPLICATION FOR CERTIFICATED EMPLOYMENT

SNOQUALMIE VALLEY SCHOOL DISTRICT NO. 410

PO Box 400
Snoqualmie, Washington 98065
www.svsd410.org

Jobline (425) 831-8496

"AN EQUAL OPPORTUNITY EMPLOYER"

Telephone (425) 831-8000

Last Name	First Name	M.I.	Date of Application
Present Address	City	State	Zip
Permanent Address	City	State	Zip
Current Telephone ()		Message Telephone ()	

Other name(s) under which you are known to references or other employers _____

PREFERENCE – If you are appropriately certificated and are interested in being considered for one or more of the areas listed below, indicate your preference, one (1) being your first choice.

Elementary _____ Secondary _____ Special Education _____ Specialist _____

ELEMENTARY TEACHER – Prioritize the grade-level you are prepared to teach, one (1) being your first choice.

Kindergarten _____ Primary Grades (1-3) _____ Intermediate Grades (4-5) _____ Multi-age _____ P.E. _____ Music _____

SECONDARY TEACHER – Prioritize the subject(s)/grade level you are prepared to teach, one (1) being your first choice. List only your top five (5) subject priorities. List quarter credits for each subject priority.

Grade Level Preferences:								
Middle School (6-8) _____		High School (9-12) _____		Alternative School (7-12) _____				
BLOCK (GR 6-8)	PRIORITY	CREDITS	MATHEMATICS	PRIORITY	CREDITS	SOCIAL STUDIES	PRIORITY	CREDITS
Language Arts	_____	_____	Algebra	_____	_____	Economics	_____	_____
Social Studies		_____	Calculus		_____	History		_____
Math		_____	General Math		_____	Geography		_____
Science		_____	Geometry		_____			_____
		_____	Trigonometry		_____	PHYSICAL EDUC.	_____	_____
COMPUTER SCIENCES	_____	_____	MUSIC	_____	_____	TRAFFIC SAFETY	_____	_____
		_____	Instrumental		_____	CAREER/TECHNICAL	_____	_____
FOREIGN LANG.	_____	_____	Vocal		_____	EDUCATION	_____	_____
French		_____	Elem. General		_____	Auto Mechanic		_____
German		_____			_____	Business Ed.		_____
Japanese		_____	SCIENCE	_____	_____	Culinary Arts		_____
Spanish		_____	Biology		_____	Family/Consumer Science		_____
HEALTH	_____	_____	Chemistry		_____	Graphic Arts		_____
		_____	Earth Science		_____	Industrial Arts		_____
LANGUAGE ARTS	_____	_____	Physics		_____	Photography		_____
Drama		_____	ART	_____	_____	Video Production		_____
English/Comp.		_____			_____			_____
Journalism		_____	HEALTH	_____	_____	Other (Specify)	_____	_____
Speech		_____			_____			_____

SPECIAL EDUCATION – Indicate your special education grade-level preference, one (1) being your first choice.

Preschool _____ K-3 _____ 4-6 _____ 6-8 _____ 9-12 _____ Transition-Post 12 _____

Check the following areas of competence:

Early Childhood _____ Mildly Disabled _____ Moderate to Severely Disabled _____ Behavior Disabled _____

Indicate the number of quarter credits earned in special education _____

SPECIALIST – Check the area for which you are making application.

_____ Counselor _____ Librarian _____ Occupational Therapist _____ Physical Therapist
 _____ School Nurse _____ Psychologist _____ Speech Language Pathologist _____ Social Worker

SUPPLEMENTAL ACTIVITIES – Check those you are capable and willing to supervise/coach.

_____ Annual _____ Drama _____ Musical _____ Volleyball
 _____ Band _____ Drill Team _____ Newspaper _____ Wrestling
 _____ Baseball _____ Football _____ Soccer _____ Club Advisor
 _____ Basketball _____ Golf _____ Softball Club: _____
 _____ Cross Country _____ Gymnastics _____ Tennis Club: _____
 _____ Debate _____ Intramurals _____ Track Club: _____

Describe your qualifications to supervise/coach supplemental activities. _____

EDUCATIONAL TRAINING

Degrees completed: _____ Bachelor's _____ Master's _____ Doctorate

Name of Institution City and State	Dates Attended Mo/Yr to Mo/Yr	No. Years Completed	Degree Earned and Date	Major	Minor

REFERENCES – List references including principals, supervising teachers, and college supervisors under whom you have taught or persons who have firsthand knowledge of your professional competencies.

Name	Address Street/City/State/Zip	Official Position	Phone (Include Area Code)
			Work:
			Home:
			Work:
			Home:
			Work:
			Home:

CERTIFICATES HELD – In this section, list only current, valid Washington State certificates **which have been issued** to you.

	Type*	Number	Date Issued	Expiration Date	Endorsements**
Teaching					
ESA					
Vocational					

CERTIFICATES TO BE HELD – In this section, list only Washington State certificates which have not yet been issued to you, but you **expect to receive prior to the start of the position**.

	Type*	Anticipated Issue Date	Endorsements**
Teaching			
ESA			
Vocational			

* For example: standard, continuing, initial, provisional, permit, 3-year vocational.

** All initial and continuing certificates for which requirements were met after August 31, 1987.

CONTRACTED CERTIFICATED EXPERIENCE –List most recent experience first. Attach additional sheet, if necessary.

Dates From/To	District and Address (street, city, state)	Grade(s) and Subject(s) Taught	Total Years	Reason for Leaving

SUBSTITUTE CERTIFICATED EXPERIENCE – List most recent experience first. Attach additional sheet, if necessary.

Dates From/To	District and Address (street, city, state)	Grade(s) and Subject(s) Taught	Total Years	Reason for Leaving

OTHER WORK EXPERIENCE – List most recent experience first. Attach additional sheet, if necessary.

Dates From/To	Company/Address	Type of Work	Reason for Leaving

EMPLOYMENT HISTORY

Are you presently under contract? _____ If yes, with whom? _____

What is your present position (title)? _____ Are you a former employee of our district? _____

If so, dates and position: _____

Have you ever been dismissed, discharged, or have you separated employment in order to avoid discipline or discharge? _____

If yes, explain: _____

Are you presently involved in an employment situation where nonrenewal, discharge, or discipline is being discussed? _____

Are you currently under investigation by the Office of the Superintendent of Public Instruction ? _____

Have you been convicted of any crime involving child abuse, child molestation, assault, rape, coercion, embezzlement, fraud, theft, robbery, extortion, blackmail, or any crime which involved drugs? _____ If yes, explain the nature of crime, place and date. A conviction record will not necessarily bar you from employment: _____

CHECKLIST FOR COMPLETE APPLICATION

Mandatory

- _____ Completed application form
- _____ Letter of application
- _____ Résumé
- _____ Disclosure form for applicants
- _____ College/university transcripts (unofficial copies acceptable for application purposes)
- _____ Copy of Washington State-accepted Praxis test(s), if it is required for you and has been taken
- _____ Copy of Washington State certificate
- _____ Placement file en route (If not available, submit three letters of recommendation from individuals familiar with your teaching experience.)

Optional

- _____ Affirmative Action information sheet

CERTIFICATION, AUTHORIZATION, AND RELEASE

I hereby certify that all information I have provided in this application is true and correct. I authorize the Snoqualmie Valley School District to make any investigation of my personal, educational, vocational, and employment history. I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Snoqualmie Valley School District with information regarding me. I hereby release and discharge the Snoqualmie Valley School District and those who provide 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 falsification of any part of this application shall be sufficient cause for dismissal or refusal to hire. References and personal information which 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 approval of the district's Board of Directors.

Signature of Applicant _____ Date _____

Social Security Number _____

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4. Have you been found by a court in a domestic relations proceeding under Title 26 RCW, the Domestic Relations Act, to have sexually abused or exploited any minor or to have physically abused any minor?

Answer: _____ IF YES, EXPLAIN BELOW.

5. Have you been found in any disciplinary board final decision, in the following business or professions, to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult: Chiropractic; dentistry; dental hygiene; massage; midwifery; naturopathy; osteopathy; physical therapy; physicians; practical nursing; registered nursing; psychology; or real estate brokers and salesmen?

Answer: _____ IF YES, EXPLAIN BELOW.

6. Have you been found by a court in a protection proceeding under Chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?

Answer: _____ IF YES, EXPLAIN BELOW.

NOTICE: Your name, and other identifying information including a set of complete fingerprints which you will be required to obtain and return to the district, will be submitted to the Washington State Patrol Criminal Identification System with a request to disclose any record of: (a) convictions of offenses against children or other persons as listed above in #1; (b) convictions for crimes relating to financial exploitation as listed above in #2, but only if the victim was a vulnerable adult; (c) adjudications of child abuse in a civil action; (d) the issuance of a protection order against you under Chapter 74.34 RCW; and (e) disciplinary board final decisions in the businesses or professions listed above in #5, and any subsequent criminal charges associated with the conduct that is the subject of the disciplinary board final decision.

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 _____

DEFINITIONS

Hispanic or Latino

Hispanic or Latino refers to “a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.” In data collection and presentation, federal agencies are required to use a minimum of two ethnicities: “Hispanic or Latino” and “Not Hispanic or Latino.”

Race Categories

“White” refers to people having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicated their race or races as “White” or wrote in entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

“Black or African American” refers to people having origins in any of the Black racial groups of Africa. It includes people who indicated their race or races as “Black, African Am., or Negro,” or wrote in entries such as African American, Afro American, Nigerian, or Haitian.

“American Indian and Alaska Native” refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. It includes people who indicated their race or races by marking this category or writing in their principal or enrolled tribe, such as Rosebud Sioux, Chippewa, or Navajo.

“Asian” refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. It includes people who indicated their race or races as “Asian Indian,” “Chinese,” “Filipino,” “Korean,” “Japanese,” “Vietnamese,” or “Other Asian,” or wrote in entries such as Burmese, Hmong, Pakistani, or Thai.

“Native Hawaiian and Other Pacific Islander” refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race or races as “Native Hawaiian,” “Guamanian or Chamorro,” “Samoa,” or “Other Pacific Islander,” or wrote in entries such as Tahitian, Mariana Islander, or Chuukese.

“Some other race” was included in Census 2000 for respondents who were unable to identify with the five Office of Management and Budget race categories. Respondents who provided write-in entries such as Moroccan, South African, Belizean, or a Hispanic origin (for example, Mexican, Puerto Rican, or Cuban) are included in the Some other race category.

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