



# Kahlotus School District No. 056

100 W. Martin | PO Box 69 | Kahlotus, WA 99335

P: (509) 282-3338 | F: (509) 282-3339

## CLASSIFIED EMPLOYMENT APPLICATION

Position(s) applied for: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT:** Complete all sections. Please print clearly or type.

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

Last

First

Middle

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Education: (Circle highest pre-college grade completed) 1 2 3 4 5 6 7 8 9 10 11 12

| Colleges Attended: | From / To     | Degree |
|--------------------|---------------|--------|
| 1. _____           | _____ / _____ | _____  |
| 2. _____           | _____ / _____ | _____  |
| 3. _____           | _____ / _____ | _____  |

What skills do you have that would assist you in the job you are applying for? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What machines or equipment relating to this or any other job can you operate proficiently? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have any pre-existing conditions: mental, physical, or sensory disability that may affect work performance which you feel should be taken into consideration in determining job placement?

Yes  No If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES:** (Please do not list relatives)

Name

Address

Office / Home Phone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**EMPLOYMENT RECORD:** (Former employment beginning with latest employer)

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Monthly Salary: Beginning \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

Duties: \_\_\_\_\_ Date Employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Monthly Salary: Beginning \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

Duties: \_\_\_\_\_ Date Employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Monthly Salary: Beginning \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

Duties: \_\_\_\_\_ Date Employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Do you possess a valid Washington Driver's License?  Yes  No CDL:  Yes  No

Professional Licenses (if required): \_\_\_\_\_

Do you have any activities, commitments, or responsibilities that may prevent you from meeting work attendance requirements?  Yes  No Comments: \_\_\_\_\_

Do you have any problems becoming lawfully employed in this country because of visa or immigration status?  Yes  No Comments: \_\_\_\_\_

Can you provide proof of citizenship, visa, or alien registration number after being hired?  Yes  No

**PLEASE READ THE FOLLOWING AND SIGN BELOW:**

I certify that all statements above are true to the best of my knowledge. I understand that false statements shall be sufficient cause for termination.

**KAHLOTUS SCHOOL DISTRICT  
APPLICANT DISCLOSURE FORM**

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 Kahlotus School District.

All required documentation request below must accompany this form. All questions must be answered. If additional space is needed, attach a sheet of paper.

**SECTION I: PERSONAL INFORMATION (please print or type)**

1. Name \_\_\_\_\_  
First Last Middle

2. Please list all former names (a) you have used when working for another employer or (b) by which you are known to reference. If more than three, list on a separate sheet of paper.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION II: PROFESSIONAL FITNESS**

If you answer "yes" to question 1 through 4, on a separate sheet of paper, give a complete explanation, including duties, circumstances, and any supporting documentation.

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you ever been dismissed, discharged or fired from any employment?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever been disciplined by a past or present employer because of allegations of misconduct?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part or have you ever been found to be guilty of misconduct or harassment by an employer? |

**SECTION III: CRIMINAL HISTORY**

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 suspected sentence occurred).

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Custodial Assault   | <input type="checkbox"/> Child Buying or Selling  | <input type="checkbox"/> 1 <sup>st</sup> Degree Arson  |
| <input type="checkbox"/> 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Degree Manslaughter              | <input type="checkbox"/> Indecent Liberties   | <input type="checkbox"/> Malicious Harassment  |
| <input type="checkbox"/> 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Degree Rape                      | <input type="checkbox"/> Felony Indecent Exposure   | <input type="checkbox"/> 1 <sup>st</sup> Degree Burglary   |
| <input type="checkbox"/> Prostitution  | <input type="checkbox"/> Sexual Exploitation of Minor(s)  | <input type="checkbox"/> Criminal Abandonment  |
| <input type="checkbox"/> 1 <sup>st</sup> Degree Promoting Prostitution   | <input type="checkbox"/> Vehicular Homicide   | <input type="checkbox"/> Aggravated Murder   |
| <input type="checkbox"/> 1 <sup>st</sup> or 2 <sup>nd</sup> Degree Robbery                                       | <input type="checkbox"/> Incest   | <input type="checkbox"/> 1 <sup>st</sup> or 2 <sup>nd</sup> Degree Murder                                |
| <input type="checkbox"/> Patronizing a Juvenile Prostitute   | <input type="checkbox"/> Unlawful Imprisonment  | <input type="checkbox"/> Promoting Pornography   |
| <input type="checkbox"/> 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Degree Extortion                 | <input type="checkbox"/> Simple Assault   | <input type="checkbox"/> 1 <sup>st</sup> or 2 <sup>nd</sup> Degree Kidnapping                            |
| <input type="checkbox"/> 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> Degree Assault of a Child          | <input type="checkbox"/> 1 <sup>st</sup> or 2 <sup>nd</sup> Degree Criminal Mistreatment              | <input type="checkbox"/> 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Degree Child Molestation |
| <input type="checkbox"/> 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> Degree Misconduct with<br>Minor(s) | <input type="checkbox"/> 1 <sup>st</sup> or 2 <sup>nd</sup> Degree Criminal<br>Custodial Interference | <input type="checkbox"/> Communication with a Sexual<br>Minor for Immoral Purposes                       |
| <input type="checkbox"/> Child Abuse or Neglect as defined in<br>RCW 26.44.020                                   | <input type="checkbox"/> Selling or Distributing Erotic<br>Materials to Minor(s)                      | <input type="checkbox"/> 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Degree Rape of<br>Child  |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order  |   |  |

Check here if you have **NOT** been convicted of any of the above, including any of these crimes as they may have been renamed.

Yes No

1. Have you been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult as defined in Chapter 43.43.830(6) RCW as amended, and listed as follows: 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> degree extortion. 1<sup>st</sup> or 2<sup>nd</sup> degree robbery: 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> degree theft: Forgery, or any of these crimes as they may be renamed in the future?
2. 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?
3. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor, or to have physically abused any minor?
4. 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?
5. Have you ever been found in a disciplinary board final decision, or by the director of the department of licensing in the following businesses or professionals, to have sexually or physically abused any minor, or developmentally disabled person, or to have abused or financially exploited any vulnerable adult: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate brokers, and salespersons?
6. Have you ever been convicted of any crime? (Note: for the purpose of this question "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended or deferred). You need not list traffic violations for which a fine or forfeiture of less than \$150 was imposed.
7. (a) Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Washington?  
(b) Do you currently have any outstanding criminal charges or warrants of arrest pending against you in any other state, province, territory, and/or country?
8. Are you presently under investigation in any jurisdiction for possible criminal charges: If your answer is "yes", identify agency and location (street address, city, state):

If you answered "yes" to questions 1 through 8 of (Section III), please provide the following: \*A detailed statement including what occurred, the nature of the offense, charge or warrant. \*The name and address of the arresting agency: \*The date of the arrest: \*The final disposition, if any: \*If a court was involved, the name and address of the court: \*The complete arrest report and sentence and judgment: and \*A complete driving abstract for five years if the arrest was driving related. A "yes" answer to questions 6 through 8 above will not necessarily bar you from employment.

#### Section IV: FITNESS

Yes No

1. Do you currently use illegal drugs?
2. Have you used illegal drugs in the last year? If "yes", explain on a separate sheet of paper.
3. Have you ever been convicted of crimes related to drugs or controlled substances?
4. Have you ever been found in any dependency or domestic relation matter to have physically abused any person?

If you answered "yes" to questions 3 or 4, attach copies of any court orders entered in the above proceeding.

#### DECLARATION

An inquiry to the Washington State Patrol and the Federal Bureau of Investigation will be made on the selected candidate. If the information provided or answer(s) to any question on the application or the Pre-Employment Background Questionnaire change prior to my being hired I understand that I must immediately notify Kahlotus Public School. Pursuant to RCW 9A.72.085, I certify under penalty of perjury under laws of the state of Washington that the foregoing is true and correct. I authorize Kahlotus School to inquire with former employers or references and obtain any employer and all information regarding my job related background. I release and waive Kahlotus School, my former employer and all references from any and all liability in obtaining or disclosing such information. I agree that if I have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the district, the contract shall be deemed void from its inception.

Signature

Date

City/State

*The Kahlotus School District 056 complies with all federal rules and regulations and does 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 Boys Scouts and other designated youth groups. Inquiries regarding compliance/grievance procedures may be directed to the school district's Civil Rights Coordinator, Title IX Officer, Mark F Bitzer and/or Section 504/ADA Coordinator, Mark F Bitzer at 509-282-3338. PO Box 69, 100 W. Martin, Kahlotus, WA 99335.*