

# KLICKITAT SCHOOL DISTRICT #402

98 School Drive  
Klickitat, WA 98628  
Telephone: (509) 369-4145  
Fax: (509) 369-3422  
Webpage: [www.klickitat.wednet.edu](http://www.klickitat.wednet.edu)

## **NOTICE TO CLASSIFIED SUBSTITUTE APPLICANTS – FOR ALL SUPPORT POSITIONS** (*Food Service Workers, Instructional Assistants, Bus Drivers, Custodians, Maintenance Workers, Grounds Keepers, and Administrative Assistants*)

We are pleased you are considering the Klickitat School District as a possible employer. We look forward to receiving your application materials and reviewing them for a match to our District needs.

In order to be considered for placement within our Classified Substitute Pool, you will need to have a completed application packet on file. A completed application packet includes the following:

- Letter of intent
- Resume
- Completed Klickitat School District Classified Substitute Application, including attached Supplement

If you have any questions regarding the application process, the status of the substitute pool or the substitute assignment process, please contact:

**Yvette Schultz**  
**Main School District Office**  
**98 School Drive, Klickitat, WA 98628**  
**Telephone - (509) 369-4145**  
[Yvette.schultz@klickitatsd.org](mailto:Yvette.schultz@klickitatsd.org)

### **DISCLOSURE STATEMENT AND BACKGROUND CHECK**

Employment with the Klickitat School District will be conditional upon the District's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges in accordance with Washington State law and conditional upon receipt of a Sexual Misconduct Disclosure Form from prior Washington State employer(s), where employment was in a school setting, indicating that no sexual, verbal or physical misconduct materials were found in the records of such employer(s) pursuant to RCW 28A.400 and WAC 180-87-080.

Employees are subject to a background check with fingerprints to be furnished by the Washington State Patrol and Federal Bureau of Investigation. It shall be the responsibility of the employee to bear the cost of this process, which must be completed prior to their first day of work. If an employee was previously fingerprinted through the OSPI system, but the process was completed more than two years ago, a new fingerprint background check will be required.

### **EQUAL OPPORTUNITY EMPLOYER**

Klickitat School District 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 Boy Scouts and other designated youth groups. The Klickitat School District Superintendent, telephone 509-369-4145, PO Box 37 Klickitat, WA 98628 has been designated to handle questions and complaints of alleged discrimination and serves as the following: Title IX Coordinator, Section 504/ADA Coordinator, Compliance Coordinator for State Law (RCW28A.640/28A.642). Klickitat School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the Klickitat School Counselor at 509-369-4145, PO Box 37, Klickitat, WA 98628. Klickitat School District is a drug, alcohol, and tobacco-free workplace.

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## APPLICATION FOR CLASSIFIED SUBSTITUTES – FOR ALL SUPPORT POSITIONS

### PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Social Security #: **XXX-XX-** \_\_\_\_\_ Today's Date: \_\_\_\_\_

Present Address \_\_\_\_\_  
 Street City State Zip Code

Permanent Address \_\_\_\_\_  
 Street City State Zip Code

Home Phone \_\_\_\_\_ Personal E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_ Business E-mail \_\_\_\_\_

EMERGENCY CONTACT: Name/Relationship/Address/Phone Number \_\_\_\_\_  
 \_\_\_\_\_

### EDUCATION / TRAINING

Name of School	Location	Attendance Dates	Major/Minor	Degree Earned
High School/GED				
Technical, Business, Other				
College or University				

### RELATED EMPLOYMENT EXPERIENCE

From Mo/Yr	To Mo/Yr	Name of School (Include Supervisor's Name, & Phone #)	Location (City/State)	Title & Duties	Reason for Leaving

**OTHER WORK EXPERIENCE**

From Mo/Yr	To Mo/Yr	Employer Information (Include Business Location, Supervisor's Name & Telephone #)	Title & Duties	Reason for Leaving

**REFERENCES**

Name & Position	District/Location	Phone	Street Address	City, State Zip

List other last names by which you may be known by these references:

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**AUTHORIZATION AND RELEASE**

I hereby authorize the Klickitat School District #402 to thoroughly investigate my work and personal history. I authorize my previous employers to provide information about me to the Klickitat School District and I release my previous employers and the Klickitat School District from any and all claims and liabilities of any nature arising from such inquiry and investigation or the supplying of information from such investigation. I hereby certify that the information herein is a true and complete statement of my personal and professional record to date and falsification or omission to my application or any supplement to it will be sufficient grounds for failure to employ or for my discharge. Should I become employed by the Klickitat School District and at some future time leave said employment, my signature below further authorizes the Klickitat School District to release information regarding my performance to any potential future employer.

I certify that the information I have provided in this application is true, correct, and complete. I agree that falsification, including omission, of any part of this application shall be cause for immediate dismissal.

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

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

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## CLASSIFIED SUBSTITUTE PROFILE – FOR ALL SUPPORT POSITIONS

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

Telephone: Day Time: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Evening Hours: \_\_

For HR Use Only:	Start Date	Archive Date	
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You may substitute in any area. Please indicate below the positions in which you would like to substitute.

*All Classified Substitute Support Positions*

<input type="checkbox"/>	Instructional Assistant (Elementary Grades K-5)	<input type="checkbox"/>	Custodian
<input type="checkbox"/>	Instructional Assistant (Secondary Grades 6-12)	<input type="checkbox"/>	Maintenance Worker
<input type="checkbox"/>	Special Education/Programs Aide (Elementary Grades K-5)	<input type="checkbox"/>	Grounds Keeper
<input type="checkbox"/>	Special Education/Programs Aide (Secondary Grades 6-12)	<input type="checkbox"/>	Bus Driver – <i>Must Complete Drivers Disclosure Form</i>
<input type="checkbox"/>	Food Service Worker (Cook)		
<input type="checkbox"/>	Food Service Worker (Assistant)		
<input type="checkbox"/>	Administrative Assistant (Office)		
<input type="checkbox"/>	Administrative Assistant (Library)		

Be sure to indicate times available.

Please indicate your schedule availability below:

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

Notes:

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Please notify the District's main office at 369-4145 of changes to your schedule for work availability.

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## SUPPLEMENT TO CLASSIFIED SUBSTITUTE APPLICATION – FOR ALL SUPPORT POSITIONS

### DISCLOSURE STATEMENT AND BACKGROUND CHECK

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### APPLICANT DISCLOSURE FORM PURSUANT TO CHAPTER RCW 43.43

Please indicate your answer of YES or NO to each listed item. If your answer is YES to any item, please provide requested information on a separate piece of paper.

Per RCW 43.43:

"Conviction record" means "conviction record" information as defined in RCW [10.97.030](#) and [10.97.050](#) relating to a crime committed by either an adult or a juvenile. It does not include a conviction for an offense that has been the subject of an expungement, pardon, annulment, certificate of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted, or a conviction that has been the subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence. It does include convictions for offenses for which the defendant received a deferred or suspended sentence, unless the record has been expunged according to law.

1. Have you ever been convicted by a court, proceeding, or disciplinary board of any the following crimes against children or persons?

Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; 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; endangerment with a controlled substance; child abuse or neglect as defined in RCW [26.44.020](#); first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; \*patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.

YES  NO

If your answer is yes, then state on a separate piece of paper the following:

- The nature of the offense charged.
- The name and address of the court.
- The date of the disposition.
- The final disposition.

2. Have you ever been convicted of any of the following crimes relating to financial exploitation of a vulnerable adult?

First, second, or third degree extortion; first, second, or third degree theft; first or second-degree robbery; forgery; or any of these crimes as they may be renamed in the future.

YES  NO

If your answer is yes on the previous question #2, then state on a separate piece of paper the following:

- a. The nature of the offense charged.
- b. The name and address of the court.
- c. The date of the disposition.
- d. The final disposition.

3. Have you ever been found by a court in domestic relations proceeding under Title 26 RCW to have sexually abused or assaulted any minor?

YES  NO

If your answer is yes, attach copies of any court orders or board findings entered in the above proceeding.

4. Have you been found in any dependency action under RCW 13.34, or disciplinary board final decision, to have sexually assaulted, physically abused or exploited any minor or developmentally disabled person?

YES  NO

If your answer is yes, attach copies of any court orders or board findings entered in the above proceeding.

5. Are you presently charged with, but not convicted of, any of the offenses described in questions 1 – 4?

YES  NO

If your answer is yes, then state on a separate piece of paper please provide a detailed explanation of the circumstances.

6. Are you presently under investigation regarding any of the offenses described in questions 1 – 4?

YES  NO

If your answer is yes, then state on a separate piece of paper please provide a detailed explanation of the circumstances.

7. Have you entered into any settlement agreement with any former employing school district involving your employment at that district?

YES  NO

If your answer is yes, then state on a separate piece of paper please provide a detailed explanation of the circumstances.

I have read the information contained herein and I certify under penalty of perjury under the laws of the State of Washington that the foregoing and any attachments I have provided, are true and correct. I authorize the Klickitat School District #402 to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be cause for immediate dismissal. I understand that I am required to abide by all policies, procedures and regulations of the Klickitat School District. Additionally, I understand that any employment with the Klickitat School District is conditional upon satisfactory reference checks, background investigations and approval by the Board of Directors.

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

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

**EQUAL OPPORTUNITY EMPLOYER**

Klickitat School District 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 Boy Scouts and other designated youth groups. The Klickitat School District Superintendent, telephone 509-369-4145, PO Box 37 Klickitat, WA 98628 has been designated to handle questions and complaints of alleged discrimination and serves as the following: Title IX Coordinator, Section 504/ADA Coordinator, Compliance Coordinator for State Law (RCW28A.640/28A.642). Klickitat School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the Klickitat School Counselor at 509-369-4145, PO Box 37, Klickitat, WA 98628. Klickitat School District is a drug, alcohol, and tobacco-free workplace.

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## VOLUNTARY CONFIDENTIAL INFORMATION FOR AFFIRMATIVE ACTION PURPOSES

It is the policy of the Klickitat School District to ensure equal opportunity in employment, recruitment, training, promotion, transfer, layoff, termination, compensation and benefits. These policies will be administered without regard to race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, or disability.

This Form is not considered to be part of the Application for Employment Form, and upon receipt, will immediately be separated and filed apart from your Application packet.

For effectively implementing the District's Affirmative Action Plan, we would appreciate your providing the information below. This information is neither a condition of employment or mandatory on your part. If you prefer not to reply, please place your initials in the box below and leave the remainder of the form blank.

I DO NOT wish to answer any of these questions.  Initials

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

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

Position applying for: \_\_\_\_\_ Referral Source: \_\_\_\_\_

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

Disabled: Yes  No  If yes, please specify: \_\_\_\_\_

Are you a veteran? Yes  No  If yes, what era? \_\_\_\_\_ Are you a disabled Yes  No

### QUESTION # 1 - ETHNIC GROUP: Check either Yes or No

Hispanic/Latino? Yes  No

### QUESTION #2 - RACE CATEGORIES: Check all that apply:

	AMERICAN INDIAN/ALASKA NATIVE (I): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
	ASIAN (A): 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.
	BLACK (B): A person having origins in any of the Black racial groups of Africa.
	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (P): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	WHITE (W): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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## Disclosure for School Bus Drivers & School Activities Drivers

Applicants for school bus drivers and positions requiring student transportation must complete the following questions in addition to the questions on the previous page:

Yes No

- \_\_\_ \_\_\_ 1. Have you been convicted of any felony crime under RCW Chapters 91.42, 9A.32, 9A.36, 9.68A, 9A.44, 9A.88, 9A.64.030 involving:
- |   |   |
|---|---|
| Physical neglect of a child                 | Promoting prostitution of a minor                 |
| Sexual exploitation of a child              | Sale or purchase of a minor child                 |
| Sexual offenses where a minor is the victim | Violation of similar laws of another jurisdiction |
- \_\_\_ \_\_\_ 2. Have you been convicted of any crime involving the use, sale, possession or transportation of any controlled substance or prescription drug within the last seven years: Provided that in the case of felony convictions, the applicable time limit shall be ten years?
- \_\_\_ \_\_\_ 3. Have you been convicted of any crime involving driving when a driver's license is suspended or revoked, hit and run driving, driving while intoxicated, being in physical control of a motor vehicle while intoxicated, reckless driving, negligent driving of a serious nature, vehicular assault or vehicular homicide, within the last three years?
- \_\_\_ \_\_\_ 4. Have you intentionally and knowingly transported public school students within the state of Washington within the previous five years with an expired, lapsed, surrendered, or revoked authorization in a position for which authorization is required?
- \_\_\_ \_\_\_ 5. Do you have a serious behavioral problem, which endangers the educational welfare or personal safety of students, teachers, bus drivers, or other colleagues? A serious behavioral problem includes, but is not limited to, conduct which indicates unfitness to carry out the responsibilities related to the occupation of job performance of transporting children, such as: dishonesty; immorality; or misuse of alcohol, a controlled substance, or a prescription drug; or furnishing alcohol or controlled substances to a minor or student?
- \_\_\_ \_\_\_ 6. Have you had your driving license privilege suspended or revoked within the preceding three years?
- \_\_\_ \_\_\_ 7. Have you incurred three or more speeding tickets in excess of ten miles per hour over the speed limit within any twelve-month period, within the last thirty-six months?
- \_\_\_ \_\_\_ 8. Have you misrepresented or concealed a material fact in obtaining a school bus driver or school activities driver authorization or in reinstatement thereof in the previous five years?
- \_\_\_ \_\_\_ 9. Have you been convicted of any crime against children or other persons as defined in RCW 43.43.830 (5) when the date of the conviction or prison release, whichever is more recent, is within 10 years of the date of the job application for felonies and within seven years for other crimes?
- \_\_\_ \_\_\_ 10. Have you tested positive under DOT authority on a pre-employment drug test, or have you refused a pre-employment drug test, for any employer who did not hire you?
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### ALL APPLICANTS

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) or finding(s) and the sentence(s) and/or penalty(ies) imposed. If the conviction has been the subject of an expungement, pardon, annulment, or certificate of rehabilitation, please specify (attach additional sheets if necessary).

\_\_\_\_\_

\_\_\_\_\_

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I am hired, I can be discharged for any misrepresentations or omissions in the above statement. I also understand that if I am hired, my employment is conditioned on your receipt of a satisfactory report from the Washington State Patrol.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print) \_\_\_\_\_



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## HOW TO APPLY

Send all application materials to:

Yvette Schultz, Office Manager  
Klickitat School District #402  
PO Box 37  
Klickitat, WA 98628  
(Phone 509-369-4145)

**Note: Only application files completed and received by the Office Manager will be considered. Faxes and electronic application documents are acceptable.**

In-district applicants:

- Submit a letter of interest and up-to-date resume.

Out-of-district applicants:

- Letter of intent for the specific position for which you are applying,
- Current resume
- Completed Klickitat School District Application for Classified Substitute Staff Position, including the Supplement

For employment, information and additional district information please refer to the district website at: [www.klickitat.wednet.edu](http://www.klickitat.wednet.edu). Email may be sent to the Office Manager at [Yvette.Schultz@klickitatsd.org](mailto:Yvette.Schultz@klickitatsd.org).

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