

APPLICATION FOR CLASSIFIED EMPLOYMENT

Last Name	First	Middle	(Nickname)
Present Address			
City	State	Zip	() Telephone
Permanent Address			
City	State	Zip	() Message Telephone
Email Address		Date of Application	

MARY M. KNIGHT SCHOOL DISTRICT NO. 311
 W' 2987 Matlock Brady Rd., Elma WA 98541
 (360) 426-6767
 Actual Location: Matlock WA

A completed application must include the following:

- Application Form
- Cover Letter
- Current Resumé is recommended

Application files are kept active for one calendar year (January - December) and then placed on inactive status for an additional year. Following that, files will be destroyed unless updated.

SKILLS and EXPERIENCE

Designate the type(s) of position for which you are applying: Full-Time Part-Time Substitute Volunteer

Indicate your **special skills** and **experiences** by checking the boxes in the appropriate section:

PARAPROFESSIONAL

- Classroom Assistance
- Preschool Work
- Special Education
- Other _____

CLERICAL

- Typing _____ wpm
- Calculator
- Computer Operations
- Bookkeeping
- Receptionist
- Payroll
- Other _____

FOOD SERVICE

- Institutional Cook
- Food Supervision

TRANSPORTATION

- Bus Driver

EXTRA-CURRICULAR

- Coach _____

CUSTODIAL

- Institutional Cleaning
- Automatic Floor Machine
- Other _____

MAINTENANCE

- Electrical
- Carpentry
- Painting
- Plumbing
- Equipment Repair
- Cabinet Making
- Welding
- Masonry
- Grounds Keeping
- Other

EDUCATION AND TRAINING

	High School				Vocational Technical				Undergraduate College / University				Graduate / Professional				
Name of Institution and Location																	
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4	
Diploma / Degree / Date																	
Field of Study: Major and Minor																	
Describe any specialized training, apprenticeship and skills:																	

CERTIFICATION

Type	Number	Issue Date	Expiration Date	Issuing Agency
Driver's License				
Commercial License Endorsement				
Food Handler's Permit				
First Aid Certificate				
CPR Certificate				
Other:				

Have you ever had any job-related training in the United States military? Yes No

If Yes, please describe _____

Do you have any physical disabilities and/or medical conditions which would hinder your performance on the job?

PREVIOUS EMPLOYMENT (List Most Recent Experience First, Use Additional Page If Needed.)

Employer Name Employer's Current Phone	Supervisor's Name Home Phone	Address City, State	Dates Mo/Yr to Mo/Yr		Total Years	Position Title	Reason for Leaving
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Have you ever been dismissed from a position in the last ten years? ___ Yes ___ No
 Have you ever been asked to resign from a position in the last ten years? ___ Yes ___ No
 Have you ever had a driver license suspended or revoked? ___ Yes ___ No
 If yes to any of the above, explain _____

REFERENCES (PROFESSIONAL ONLY - DO NOT LIST FRIENDS OR RELATIVES)

Name		Position / Relationship		
Address	City	State	Zip	Telephone - Business and Home ()
Name		Position / Relationship		
Address	City	State	Zip	Telephone - Business and Home ()
Name		Position / Relationship		
Address	City	State	Zip	Telephone - Business and Home ()

The Mary M Knight School District No. 311 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 trained dog guide or service animal and provides equal access to the Boy Scouts: and other designated youth groups. Inquiries regarding compliance or complaints of alleged discrimination should be directed to MMK Title IX and Affirmative Action Officer, Dr. Ellen Perconti: 2987 W Matlock Brady Road, Elma, WA 98541. Tel # 306-426-6767

I authorize the Mary M. Knight School District to make any investigation of any personal educational, vocational or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution or government agency to provide the Mary M. Knight School District with information they have regarding me. I hereby release and discharge the Mary M. Knight School District and those who provide information from any and all liability as a result of furnishing this information. I certify that the information presented in this application is true and complete to the best of my knowledge. I further agree that if I am employed, I will provide verification of my certification, education and experience. I understand if I am employed, false statements on this application may be cause for dismissal.

SIGNATURE OF APPLICANT _____ **DATE** _____

Mary M. Knight School District No. 311

APPLICANT DISCLOSURE FORM PURSUANT TO RCW 43.43.834

Have you ever been:

- a. Convicted of any crime against persons which means a conviction of any of the following offenses: 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 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; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; 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; or any of these crimes as they may be renamed in the future?
Yes _____ No _____ **If yes, explain on reverse side.**
- b. 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 on reverse side.**
- c. 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? Yes _____ No _____ **If yes, explain on reverse side.**
- d. 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 on reverse side.**
- e. Have you ever been arrested, charged or convicted of any crime for any violation of any law (excluding minor traffic violations)? For the purposes of this question, the term “convicted” means and includes: (1) all instances in which a plea of guilty or nolo contendere is the basis for the conviction and (2) all proceedings in which a charge has been deferred from prosecution or the sentence has been suspended or deferred. Yes _____ No _____ **If yes, explain on reverse side.**

(An inquiry to the Washington State Patrol and/or state and federal law enforcement agency will be made.)

Signature Release:

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 the Mary M. Knight School District No. 311 to inquire with former employers or references and obtain any and all information regarding my job-related background. I release and waive the Mary M. Knight School District No. 311 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: _____