

# WILBUR SCHOOL DISTRICT #200

P.O. Box 1090  
Wilbur, Washington 99185-1090

## APPLICATION FOR EMPLOYMENT CLASSIFIED

Complete those questions which are applicable to the position for which you are applying.

All active, qualifying applicants will receive continuing consideration for appropriate vacancies as they occur. Please let us know when you are no longer available for consideration. Your application will be kept on file for one year.

### PERSONAL DATA

D.O.B. \_\_\_\_\_

DATE \_\_\_\_\_

Phone No. \_\_\_\_\_

Social Security No. \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

In case of emergency, who shall we notify? \_\_\_\_\_ Phone \_\_\_\_\_

Do you need any reasonable accommodations in order to complete the interview, application, or any required testing activities? \_\_\_\_ YES \_\_\_\_ NO  
(Please describe the accommodation, if yes) \_\_\_\_\_

### For which position are you applying?

Check any that apply:

\_\_\_\_ Paraprofessional  
\_\_\_\_ Clerical  
\_\_\_\_ Maintenance  
\_\_\_\_ Food Service  
\_\_\_\_ Transportation

Part Time

Full Time

Substitute

Have you previously been employed by Wilbur School District? \_\_\_\_ If yes, in what capacity? \_\_\_\_\_

What date will you be available? \_\_\_\_\_

## EDUCATION AND TRAINING

Circle Highest Year of Education completed (Grade and High School)

1    2    3    4    5    6    7    8    9    10    11    12  
Did you graduate or obtain a GED?    ☐ YES    ☐ NO    ☐ YEAR

Name and Address of Last Secondary School Attended \_\_\_\_\_

## COLLEGE, BUSINESS OR TRADE SCHOOL

Name and Address	Dates Attended	Date Graduated	Degree Received

List other courses or training taken which prepared you for the position for which you are applying	Dates Attended

Skill	Yrs exp.	Skills	Yrs exp.
General Secretarial Skills		Food Preparation	
Computer Skills		Custodian	
Other Office Machines		Bus Driver	

Indicate any experiences with public agencies, voluntary groups, etc. which you feel would fit you for work with Wilbur School District:

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## WORK HISTORY

(Go Back Five Years)

Most Recent

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ Yrs \_\_\_\_\_ Mos \_\_\_\_\_

Address \_\_\_\_\_  
No. and Street City State Zip Phone

From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time: \_\_\_\_ YES \_\_\_\_ NO

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

When may we contact your present employer regarding your job performance? \_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ Yrs \_\_\_\_\_ Mos \_\_\_\_\_

Address \_\_\_\_\_  
No. and Street City State Zip Phone

From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time: \_\_\_\_ YES \_\_\_\_ NO

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ Yrs \_\_\_\_\_ Mos \_\_\_\_\_

Address \_\_\_\_\_  
No. and Street City State Zip Phone

From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time: \_\_\_\_ YES \_\_\_\_ NO

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## CHARACTER REFERENCES

(Please be certain that the correct address is given, including Zip Code)

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Name	Address	Phone
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Name	Address	Phone
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Name	Address	Phone
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Please indicate, in your own handwriting, your reasons for applying for a position in the Wilbur Public Schools.

The information furnished on this application form is true and accurate to the best of my knowledge. If I am selected and accept employment, I will agree to salary placement in accordance with the district schedule. An acceptable FBI fingerprint check must also be obtained.

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APPLICANT'S SIGNATURE (Full Legal Signature)

**WILBUR SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES APPLICATION FROM ALL PERSONS REGARDLESS OF RACE, SEX, NATIONAL ORIGIN, AGE, HANDICAP OR MARITAL STATUS.**





OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
Office of Professional Practices  
Old Capitol Building  
PO BOX 47200  
Olympia WA 98504-7200

## WASHINGTON STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE

To:

SCHOOL DISTRICT EMPLOYER

PERSONNEL DEPARTMENT

STREET ADDRESS

CITY, STATE, ZIP

The named applicant is under consideration for a position in our district. The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. The individual whose name appears below has had previous employment with your organization. As a former employer, we request you provide the information requested on this form within 20 business days as required by state law (RCW 28A.400). Sexual misconduct definitions are found in WAC 180-87-080. Your assistance is appreciated.

Return all completed information to:

SCHOOL DISTRICT

WILBUR SCHOOL DISTRICT #200 ATTEN PERSONNEL DEPARTMENT

ADDRESS

PO BOX 1090 WILBUR WA 99185-1090

PHONE

509-647-2221

FAX

509-647-2509

Employing School Receipt Date \_\_\_\_\_

Recipient Name \_\_\_\_\_

APPLICANT'S NAME (FIRST, MIDDLE, LAST)	
FULL NAME WHEN LAST EMPLOYED WITH ORGANIZATION	
SOCIAL SECURITY NUMBER	CERTIFICATE NO.
APPROXIMATE DATES OF EMPLOYMENT	
POSITION(S)	

I authorize you to release to the school/district listed above, all information related to any acts of sexual misconduct that the school district has made a determination that there is sufficient information to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the school district. Such information includes copies of all related documents, including any rebuttal documents, in personnel, investigative or other files, in accordance with RCW 28A.400. I release the above employer and employees acting on behalf of the employer from any liability for providing information described in this document.

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

Date \_\_\_\_\_

- ☐ No sexual misconduct materials were found.  
☐ Yes, sexual misconduct materials are available.  
Please contact for more information.  
☐ No record of employment.

Complaint of sexual misconduct  
was filed with OSPI. ☐ Yes ☐ No

Former Employer Representative Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### OPTIONAL CONFIDENTIAL FORM

Your response to the following questions will assist the District in accurately reporting their employment practices to state and federal agencies and complying with their affirmative action plan. Providing this information is strictly voluntary and it shall be maintained as confidential. The completed data form will be separated from other application materials and will not be reviewed by or available to those involved in the hiring process. The data form will be kept separate from other records relating to applicants, and data on protected status shall not be recorded on any record that is kept in the applicant's pre-employment file.

Sex: ☒ Male ☐ Female

☐ Asian
 ☐ Black or African-American

☐ White
 ☐ Hispanic or Latino

☐ American Indian or Alaskan Native
 ☐ Native Hawaiian or Other Pacific Islander

Other (please specify) \_\_\_\_\_

☐ Walk In    ☐ Advertisement    ☐ Job Posting    ☐ Website  
☐ Placement Center    ☐ Recruitment/Job Fair

Referred by:      Friend      Other (Specify) \_\_\_\_\_



**APPLICANT DISCLOSURE, PURSUANT TO RCW 43.43.834**  
**CHILD AND ADULT ABUSE INFORMATION ACT**

Answer YES or NO to each listed item. If the answer is YES to any 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 children or other persons, 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 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; 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?

ANSWER: \_\_\_\_\_ IF YES, PLEASE EXPLAIN:

2. Have you ever been convicted of crimes relating to the financial exploitation if the victim was a vulnerable adult, as follows: first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery?

ANSWER: \_\_\_\_\_ IF YES, PLEASE EXPLAIN:

3. Have you ever been convicted of any crime involving the use, sale, possession, or transportation of any controlled substance or prescription drug?

ANSWER: \_\_\_\_\_ IF YES, PLEASE EXPLAIN:

4. 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?

ANSWER: \_\_\_\_\_ IF YES, PLEASE EXPLAIN:

5. Have you ever been found in any domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

ANSWER: \_\_\_\_\_ IF YES, PLEASE EXPLAIN:

6. Have you ever been found in any disciplinary board's final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

ANSWER: \_\_\_\_\_ IF YES, PLEASE EXPLAIN:

7. Have you ever been found in any protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?

ANSWER: \_\_\_\_\_ IF YES, PLEASE EXPLAIN:

8. In your capacity as teacher or coach or otherwise as an adult have you engaged in any inappropriate conduct with a student(s) including but not limited to, hitting, slapping, sexually harassing behaviors, any sexual conduct, or sexual relationship?

ANSWER: \_\_\_\_\_ IF YES, PLEASE 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 \_\_\_\_\_

Place: Wilbur School District Address: PO Box 1090, Wilbur, WA 99185

A criminal history inquiry may be made by Wilbur School District to the Washington State Patrol. Please provide the following information:

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Wilbur School District will notify you of the state patrol's response within ten days after it is received by the district.



**INSERT B****APPLICANT (1) DISCLOSURE STATEMENT**

(Reference RCW 28A.400, RCW 3.43)

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 the district(s) to which you have applied.

**ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS FORM. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED. ATTACH A SEPARATE SHEET OF PAPER.**

**EMPLOYMENT HISTORY DISCLOSURE**

1. Are you presently under contract? ☐ No ☐ Yes – If yes, with whom?

\_\_\_\_\_

What is your present position (Title) ? \_\_\_\_\_

2. Are you a former employee of our District? ☐ No ☐ Yes

Is yes, list dates and positions: \_\_\_\_\_

3. Have you ever been on a plan of improvement or placed on probation? ☐ No ☐ Yes
4. Have you ever been placed on administrative leave pending investigation of allegations of misconduct? ☐ No ☐ Yes
5. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body? ☐ No ☐ Yes
6. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions) in order to avoid discharge or nonrenewal? ☐ No ☐ Yes
7. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)? ☐ No ☐ Yes
8. Have you ever been disciplined for misconduct by a past or present employer?  
☐ No ☐ Yes
9. If you answered YES to questions 3, 4, 5, 6, 7, or 8, provide an explanation of the circumstances, including the underlying facts, place, date, and outcome. Attach an additional page if needed.

## CRIMINAL INFORMATION

### HAVE YOU BEEN: (if yes, attach a statement or explanation)

☐ Yes ☐ No Convicted of any crime against children or other 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; 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; 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; or any of these crimes as they may be renamed in the future?

☐ Yes ☐ No Found in any dependency action or by a court in a domestic relations proceeding or in any disciplinary board final decision to have sexually assaulted or exploited any minor or to have sexually abused any minor?

☐ Yes ☐ No Released from prison or convicted of any offense that involved drugs?

☐ Yes ☐ No Have you been, within the last ten years, convicted of a felony other than those listed (such conviction will not necessarily be a barrier to employment)?

**An inquiry to the Washington State Patrol and/or state or federal law enforcement agencies will be made.**

Should you be offered employment, you will be required to provide proof of citizenship, visa, or legal proof that you can be lawfully employed in the United States.

Have you ever had a certificate revoked or suspended? ☐ Yes ☐ No (if yes, give date) \_\_\_\_\_

Certificate revoked \_\_\_\_\_ Reason \_\_\_\_\_

## SIGNATURE RELEASE

All of the information I have provided in this application is true, correct, and complete. I authorize Wilbur School District #200 to inquire with former employers or references and obtain any and all information regarding my job related background. I release and waive Wilbur School District #200, my former employer(s), and all references from any and all liability in obtaining or disclosing such information. I agree that information provided by any individual shall be confidential and I shall not have access to 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 the district takes such action, the contract shall be deemed void from its inception.

I also understand and agree that I may be conditionally employed while the District performs a background record check or while the District awaits the Board of Directors making a final hiring decision. I understand that my employment is conditioned on the completion of both the above acts and, until such time as they are completed, my employment, if any, shall only be as a casual day-to-day employee and will not in any way bind or require the District to continue my employment.

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

\_\_\_\_\_  
Date