



APPLICATION PROCEDURES FOR CERTIFIED SUBSTITUTE TEACHER

Thank you for applying to be a substitute with the Lakewood School District. Our application procedures are as follows:

1. Complete a Certified Substitute Application packet which includes:
 - a) Employment Application – Certified
 - b) Applicant Disclosure Statement.
 - c) Applicant Optional Data (Equal Opportunity Employer Form).
2. Call 360-652-4500 to schedule an interview with Tim Haines, Executive Director of Human Resources.
3. Washington State Law requires that any person hired by a school district must be fingerprinted for a state and a national background check. The cost of this background check is \$50.00 payable to O.S.P.I. in the form of a check or money order. The cost is to be paid by the applicant. The district will supply the fingerprint card. After you have had your fingerprints taken, you will need to bring the card, along with the \$50.00 check or money order to the Human Resources Office.
4. Substitute employment is contingent upon satisfactory completion of a background investigation, which will include sexual misconduct allegations and convictions.

If you have any questions, please call Tina Bustad, Human Resources Officer at (360) 654-2071.

LAKEWOOD SCHOOL DISTRICT #306
APPLICATION PACKET
CERTIFIED SUBSTITUTES

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

CITY/STATE/ZIP _____

Lakewood has implemented an automated service to notify substitute teachers when their services are needed in the district. This service is called AESOP (Automated Educational Substitute **O**perator). This system utilizes both the telephone and the Internet to assist you in locating jobs in the district. You will receive a brochure and a pamphlet on how to access this system. For more information on AESOP please call Tina Bustad at 360-654-2071.

EMPLOYMENT APPLICATION – CERTIFICATED

Lakewood School District #306

P.O. Box 220

North Lakewood, WA 98259

www.lwsd.wednet.edu

Print Last Name _____ First Name _____ Middle Name _____

Present Address _____ Phone _____

Social Security # _____ E-Mail Address _____

EDUCATIONAL TRAINING (beyond high school)

School/Institution	City/State	Dates From – To	Credits Earned Indicate Qtr./Sem. Hrs	Type of Degree and Major

CERTIFICATION/LICENSES All applicants must list their certificate and/or license information and attach a copy to this application.

If you do not currently hold a certificate or license, please state the type, endorsements(s) and estimated issue date.

State	Type	Endorsements	Certificate #	Issue Date	Expiration Date

WORK EXPERIENCE (These names and phone numbers will also be used as references.) Include military and substitute employment.

List most recent experience first. Include student teaching/practicum and college supervisors only if you are a beginning teacher.

Dates From-To (month/yr)	Employer or District City and State	Supervisor Name Title/Position and Telephone Number	No. of Years	Full Time	Part Time	Job Title or Subjects/Grades Taught

MILITARY

From _____ To _____ Branch of Service _____ Name of Supervisor _____ Type of Discharge _____

EMPLOYMENT PREFERENCES

If you hold (or soon will hold) the appropriate Teaching or ESA Certificate, please check your employment preferences(s). You will be considered for employment only in the grade level(s) indicated below. You must hold a valid certificate with the appropriate endorsement in order to be hired.

☐ Yes ☐ No

Do you want to be considered for a job share position?

☐ Yes ☐ No

Do you want to be considered for part-time positions?

☐ Yes ☐ No

Do you want to be considered for full-time positions?

☐ Yes ☐ No

Do you want to be considered for permanent (continuing contract) positions?

☐ Yes ☐ No

Do you want to be considered for temporary (non-continuing contract) positions?

☐ Yes ☐ No

Are you interested in on-call substituting?

ELEMENTARY

Please indicate classroom teaching grade level(s) and/or other K-5 specialty area(s) for which you are seeking employment:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Kindergarten | |
| <input type="checkbox"/> Grade 1 | <input type="checkbox"/> Music – Band (K-5) |
| <input type="checkbox"/> Grade 2 | <input type="checkbox"/> Music – Orchestra (K-5) |
| <input type="checkbox"/> Grade 3 | <input type="checkbox"/> Music – Vocal (K-5) |
| <input type="checkbox"/> Grade 4 | <input type="checkbox"/> Physical Education (K-5) |
| <input type="checkbox"/> Grade 5 | |

Also indicate area(s) of interest/experience, if applicable:

- ☐ Curriculum
- ☐ English as a Second Language
- ☐ Highly Capable
- ☐ Math
- ☐ Multiage Intermediate (combination grade classes)
- ☐ Multiage Primary (combination grade classes)
- ☐ Reading
- ☐ Technology

K-12 SPECIALIST

Please indicate area(s) for which you are seeking employment:

- | | |
|------------------------------|-----------------------------|
| Behavior Specialist | Psychologist |
| Counselor | Social Worker |
| Nurse | Speech Language Pathologist |
| Occupational Therapist | Vocational Advisor |
| Physical Therapist | |
| Other Area Not Listed Above: | |

Also indicate preferred grade level for the area(s) listed above:

- | | |
|----------------|-------------------|
| Preschool | Middle School 6-8 |
| Elementary K-5 | High School 9-12 |

SECONDARY

Please indicate the level(s) and subject(s) for which you are seeking employment:

Middle School	High School	Arts
		CTE (Career & Tech. Ed.)
		List Area(s):

Computer Education
Health
Language Arts
List Classes:
Library Media Specialist
Mathematics
Music – Band
Music – Vocal
Physical Education
Reading
Science
List Classes:
Social Studies
List Classes:
Traffic Safety
World Languages
List Languages:
Other Area(s) Not Listed Above:

P-12 SPECIAL EDUCATION

Please indicate area(s) for which you are seeking employment:

- ☐ Behavior Disabilities
- ☐ Mild Learning Disabilities
- ☐ Moderate/Severe Disabilities
- ☐ Deaf and Hard of Hearing
- ☐ Autism Spectrum Disorders
- ☐ Visual Impairment/Blind
- ☐ Other

Also indicate preferred grade level for the area(s) listed above:

- | | |
|---|--|
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Middle School 6-8 |
| <input type="checkbox"/> Elementary K-5 | <input type="checkbox"/> High School 9-12 |

ACTIVITIES

Check those special activities you would like to direct or coach:

Baseball	Basketball	Cheerleading	Class Advisor	Cross Country	Department Chair
Football	Intramurals	Math Team	Music	School Newspaper	Soccer
Softball	Tennis	Track	Volleyball	Wrestling	Yearbook

EMPLOYMENT HISTORY (please indicate your responses and attach explanations for any questions, 1-10, for which you have answered YES)

- | | | |
|-----|----|---|
| Yes | No | 1. Are you presently under contract? If Yes, with whom? |
| | | What is your present position/title? |
| Yes | No | 2. Are you a former employee of the Lakewood School District? |
| | | If Yes, state name, date, and position |
| Yes | No | 3. Have you ever been on a plan of improvement or probation plan? |
| Yes | No | 4. Have you ever been placed on administrative leave pending investigation of allegations of misconduct? |
| Yes | No | 5. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body? |
| Yes | No | 6. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extra-curricular positions) in order to avoid discharge or non-renewal? |
| Yes | No | 7. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)? |
| Yes | No | 8. Within the last ten years, have you ever pled guilty, been convicted, fined, imprisoned, or placed on probation for violation of any law, police regulation, or ordinance, excluding minor traffic violations? (Note: a conviction record will not necessarily bar you from employment.) |
| Yes | No | 9. Do you have any arrests for which you are awaiting trial?
If you answer YES to questions 8 or 9, please identify, on a separate attached page, the conviction(s) or arrest(s), the state in which the arrest(s) or conviction(s) took place and any other facts and circumstances that you would like us to consider. (Note: convictions or arrests will not automatically bar employment.) |
| Yes | No | 10. Have you ever had a certificate revoked, suspended, or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation procedures? |
| Yes | No | 11. Can you, after an employment offer is made, submit verification of your right to work in the United States? |

SIGNATURE

I authorize Lakewood School District to make any investigation of my 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 Lakewood School District with information they have regarding me. I hereby release and discharge the Lakewood School District and those who provide information from any and all liability as a result of furnishing, receiving, or using this information.

In the event of employment, I understand that if I provide false or misleading information, including omissions in my application or interview(s), I will be subject to dismissal at any time during my period of employment with the Lakewood School District. I will provide verification of my certification, education, and experience. I understand also that any offer of employment that may be made to me is conditional and subject to verification of all required endorsements, certifications and/or documents and acceptable outcome of a criminal history background information check. Employment is subject to final approval of the Lakewood School District's Board of Directors. I also agree to abide by all rules and regulations of the Lakewood School District. I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant:

Date:

LAKEWOOD SCHOOL DISTRICT #306
APPLICANT DISCLOSURE STATEMENT

Pursuant to the requirements of RCW 43.43.834 and Washington Administrative Code 246-320-105, we must ask you to complete the following Disclosure Statement. This information will be kept confidential.

1. Have you ever been convicted of a crime?

_____Yes _____No

If “yes”, please identify the offense(s), provide the date(s) of the conviction(s), the name of the court, (e.g. King County Superior Court) and the sentence(s) imposed.

2. Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child or a vulnerable adult in any civil adjudicative proceeding? Civil adjudicative proceeding includes judicial or administrative proceedings as well as finding by DSHS or the Department of Health that you have not administratively challenged or appealed.

_____Yes _____No

If “yes” please identify the specific finding(s), which agency or court made it, the date(s) of the finding(s) and the penalty(ies) imposed.

I declare under the penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I understand that if I am hired, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if hired, my employment is conditioned on your receipt of a satisfactory report from the Washington State Patrol.* I have signed this Disclosure Statement on the date shown below at _____, Washington.

Date: _____

Signature: _____

Print Name: _____

*You will be notified of the State Patrol’s response within ten days after we receive the report. We will make a copy of the report available to you upon your request.

LAKEWOOD SCHOOL DISTRICT

Applicant Optional Data

Lakewood School District is an Equal Opportunity Employer. In completing the following data you will assist us in monitoring our Equal Employment Opportunity effectiveness. The following information is **STRICTLY VOLUNTARY** and will not be part of your application for employment. Any information provided will be kept confidential. If you choose not to answer any of these questions, you will not be subject to any adverse treatment.

Name: _____

Date: _____

Position you are applying for: _____

GENDER:

Female ☐

Male ☐

ETHNIC GROUP:

I consider myself to be a member of the following ethnic group:

<input type="checkbox"/>	Asian or Pacific Islander	Chinese, Japanese, Korean, Hawaiian, Samoan, Filipino and Peoples of the Far East and Southeast Asia
<input type="checkbox"/>	Black (not Hispanic)	Black or African American descent
<input type="checkbox"/>	Hispanic	All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin
<input type="checkbox"/>	American Indian	Native American Indian descent, including Canadian and Alaskan natives
<input type="checkbox"/>	Multiracial	More than one ethnic group
<input type="checkbox"/>	Caucasian	White American
<input type="checkbox"/>	Other (Please Specify)	

DISABLED STATUS:

Do you have a physical, sensory, or mental condition that would affect your working conditions? Yes ☐ No ☐

(Federal regulations define a disabled person as one who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a history of such impairment, or (3) is regarded as having such an impairment.)

AGE GROUP:

Are you in the protected age group (age 40 or over?) Yes ☐ No ☐

VETERAN STATUS:

Check if any of the following are applicable:

- ☐ Vietnam-Era Veteran
- ☐ More Recent Military Action Veteran
- ☐ Disabled Veteran

In accordance with RCW49.60, the Lakewood School District does not discriminate in employment and schools. The Lakewood School District provides Equal Educational and Employment Opportunity without regard to race, creed, color, national origin, sex, handicap/disability, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, use of a trained dog to guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and designated youth groups. The district complies with all applicable state and federal laws and regulations to include, but not limited to, Title IX, Title VI of the Civil Rights Acts, Section 504 of the Rehabilitation Act, RCW 49.60 "The Law Against Discrimination," and RCW 28A.640 "Sex Equity," and covers, but is not limited to, all district programs, courses, activities, including extracurricular activities, services, access to facilities, etc. Inquiries regarding compliance procedures should be directed to Lakewood School District, 17110 16th Drive NE, Marysville, WA 98271, Attention: Title IX and Civil Rights Officer, Tim Haines, 360-652-4500, thaines@lwsd.wednet.edu or ADA Compliance Officer and Section 504 Compliance Officer, Lissan Wiipfli, 360-652-4500, lwiipfli@lwsd.wednet.edu