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. ORIGINAL TEACHING CERTIFICATE must be brought in to the office to be copied.

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 $45.75 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 $45.75 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 Valori Smith, Human Resources Officer at (360) 654-2071.
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 OPerator). 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 Valori Smith 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)

<table>
<thead>
<tr>
<th>School/Institution</th>
<th>City/State</th>
<th>Dates From – To</th>
<th>Credits Earned</th>
<th>Type of Degree</th>
<th>Major</th>
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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.

<table>
<thead>
<tr>
<th>State</th>
<th>Type</th>
<th>Endorsements</th>
<th>Certificate #</th>
<th>Issue Date</th>
<th>Expiration Date</th>
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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.

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

- [ ] Kindergarten
- [ ] Grade 1
- [ ] Grade 2
- [ ] Grade 3
- [ ] Grade 4
- [ ] 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
- Music - Band (K-5)
- Counselor
- Music - Orchestra (K-5)
- Nurse
- Music - Vocal (K-5)
- Occupational Therapist
- Physical Education (K-5)
- Physical Therapist
- Other Area Not Listed Above:

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

- Preschool
- Elementary K-5
- Middle School 6-8
- 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.)
- [ ] Computer Education
- [ ] Health
- [ ] Language Arts
- [ ] List Area(s):
- [ ] 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:

- [ ] Preschool
- [ ] Middle School 6-8
- [ ] Elementary K-5
- [ ] 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:

NON-DISCRIMINATION AND AFFIRMATIVE ACTION NOTICE
The Lakewood School District is an Affirmative Action Equal Opportunity Employer. Applications from all groups are encouraged. Lakewood School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression of identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Board Policy #5010 provides the steps that shall be taken in the grievance process. Inquiries regarding compliance and/or grievance procedures may be directed to:
TITLE IX/RCW 28A.640 COMPLIANCE OFFICER
SECTION 504/ADA COORDINATOR
DISTRICT COMPLIANCE OFFICER
Daniel Lee, Director of HR & Administrative Services
17110 16th Dr NE
Marysville, WA 98271
360-652-4500
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:

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

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

Note: Discrimination and Affirmative Action Notice

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Inquiries regarding compliance and/or grievance procedures may be directed to:

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360-652-4300