LAKEWOOD SCHOOL DISTRICT # 306

APPLICATION PROCEDURES FOR CLASSIFIED EMPLOYEE

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

1. Complete a district Classified Application Packet which includes:
   a. Employment Application – Classified
   b. Applicant Optional Data
   c. Applicant Disclosure Statement

2. Attach a letter of interest which includes:
   - Posting number
   - How you meet the desired qualifications

3. Include three letters of reference

Washington State Law requires that any person hired by a school district must be fingerprinted for a state and a national background check. Receipt of the clearance is a requirement for employment. The cost of this background check is $45.75, payable to OSPI. Cash is not accepted. 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 a check for $45.75 to the Human Resources Office. The district will mail the fingerprint card and check to the Washington State Patrol for processing.

All contracts are 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.
EMPLOYMENT APPLICATION – CLASSIFIED
Lakewood School District #306
P.O. Box 220
North Lakewood, WA 98259
www.lwsd.wednet.edu

Position for which you are applying ___________________________________________ Job Posting # __________________

Print Last Name ___________________________ First Name ______________________ Middle Name ______________________

Present Address ___________________________________________ Phone __________________________

Social Security # ___________________________ E-Mail Address __________________________

EDUCATIONAL TRAINING

<table>
<thead>
<tr>
<th>School/Institution</th>
<th>Location</th>
<th>Degree</th>
<th># of years</th>
<th>Year Graduated</th>
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<tbody>
<tr>
<td>High School/G.E.D.</td>
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<td>College/University</td>
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<tr>
<td>Vocational School</td>
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Non-credit night school, correspondence courses, other education and training. (List name of course, grade achieved, and year taken.)

List any other education, training, special skills, or certificates/licenses you possess.

List any machines or equipment you are qualified and experienced at operating.

WORK EXPERIENCE – List work experience beginning with the most recent

<table>
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<tr>
<th>Dates From-To (month/yr)</th>
<th>Employer or Company Name and address</th>
<th>Job title and describe your work</th>
<th>Wage start and ending</th>
<th>Reason for leaving</th>
<th>Supervisor Name Title/Position and Telephone Number</th>
<th>May we contact?</th>
</tr>
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MILITARY

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

Personal References:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
EMPLOYMENT HISTORY (please indicate your responses and attach explanations for any questions, 1-12, 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. Are you applying as a retire/rehire employee?

Yes  No  4. Have you ever been on a plan of improvement or probation plan?

Yes  No  5. Have you ever been placed on administrative leave pending investigation of allegations of misconduct?

Yes  No  6. 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  7. 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  8. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extra-curricular positions)?

Yes  No  9. 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  10. 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  11. Have you ever had a certificate revoked, suspended, or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation procedures?

Yes  No  12. 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 or 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 #9010 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 Administrative Services
17110 16th Dr NE
Marysville, WA  98271
360-452-4500
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>
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<tr>
<th>Asian or Pacific Islander</th>
<th>Chinese, Japanese, Korean, Hawaiian, Samoan, Filipino and Peoples of the Far East and Southeast Asia</th>
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<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>
<td></td>
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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

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SECTION 504/ADA COORDINATOR
DISTRICT COMPLIANCE OFFICER
Daniel Lee, Director of HR & Administrative Services
17110 16th Dr NE
Marysville, WA 98271
360.652.4360
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.