



## Human Resources

14015 – 62<sup>nd</sup> Ave. NW. Gig Harbor, WA 98332

Phone: (253) 530-1040 – FAX (253) 530-1045

Job Line: (253) 530-1049

www.psd401.net

### **Dear Classified Applicant:**

Thank you for your interest in Peninsula School District. Enclosed is an application packet. Please complete carefully. Attaching a resume and/or letters of recommendation from employers or supervisors is also encouraged.

**To apply for a position**, you will need a completed application on file, ***plus...*** a separate ***letter of interest*** for each open position for which you qualify and wish consideration. A letter of interest should include the exact name of the position as posted, as well as your name, address and phone number. ***If you have a GED instead of a high school diploma you will be required to provide us with a copy of the GED to be considered for employment.***

Position openings are posted on our web site: [www.psd401.net](http://www.psd401.net) and on the District's 24-hour job line: (253) 530-1049. Your file will be screened to determine if you are eligible for an interview. You may contact the Human Resources Office at (253) 530-1044 to inquire about the status of your application and/or any open position for which you apply. The following is required for specific openings:

#### **Clerical and Paraeducator**

- Completed application
- Employment is contingent upon having passing scores on the District Skills test.

#### **Custodian**

- Completed application
- Satisfactory completion of pre-employment physical

#### **Maintenance & Grounds**

- Completed application
- Satisfactory completion of pre-employment physical
- May be required to possess a valid Commercial Driver's License

#### **Bus Driver**

- Completed application
- Satisfactory completion of pre-employment physical
- Positions requiring a Commercial Driver's License (CDL) will be subject to a pre-employment, random, for cause, post-accident and follow-up test for drugs and alcohol.

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***When an offer of employment is made, new employees who will or may have unsupervised access to children, developmentally disabled persons, or vulnerable adults must complete a background check for criminal history, including a fingerprint check by the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI), as well as a current written disclosure of specified criminal convictions and civil or disciplinary board findings and a Sexual Misconduct Release form.***

***I understand that any offer of employment is conditional upon the successful outcome of the criminal history background check, Sexual Misconduct Disclosure form, and approval by the District's Board of Directors.***

March 2010

The Peninsula School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color or national origin, sex, sexual orientation, including gender identity, marital status, previous arrest (unless a clear and present danger exists), or incarceration on non-program related physical, sensory or mental disabilities, as per RCW 49.60 Law Against Discrimination.



## CLASSIFIED EMPLOYEE APPLICATION

*AN AFFIRMATIVE ACTION EMPLOYER*

**Return to: Human Resources Department  
14015 62<sup>nd</sup> Ave. NW  
Gig Harbor, WA 98332  
Phone: (253) 530-1040  
Job Line: (253) 530-1049  
FAX: (253) 530-1045  
[www.psd401.net](http://www.psd401.net)**

List Positions Applied for (In order of preference)

Name \_\_\_\_\_

Other Names under which records  
may be listed (Optional) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
STREET

\_\_\_\_\_ CITY STATE ZIP

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ (optional)

Present Employment Status \_\_\_\_\_

Can you provide proof of citizenship, visa or alien registration number at time of appointment?

Yes  No

Peninsula School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, including gender identity, age, disability, or marital status. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Chapter 28A.640 RCW officers, Shannon Wiggs, and Charles Cuzzetto, 14015-62<sup>nd</sup> Ave. NW, Gig Harbor, WA 98332, (253) 530-1000 and/or Section 504 or ADA Coordinator, Sarah Drinkwater, 14015-62<sup>nd</sup> Ave. NW, Gig Harbor, WA 98332, (253) 530-1000. Peninsula School District is a Tobacco, Drug, and Alcohol-Free Environment.

**EDUCATION: (If you have a GED - you will be required to provide us with a copy.)**

Circle Highest Years Completed:	High School 9 10 11 12	Did You Graduate?	College 1 2 3 4 5 6	Did You Graduate?	
NAME AND ADDRESS	FROM MO./YR.	TO MO./YR.	YEAR GRADUATED	MAJOR/DEGREE	NO. CREDITS EARNED
High School:					
College:					
Trade or Other:					

**SKILLS:**

<input type="checkbox"/> Bookkeeping..... <input type="checkbox"/> Computer/WP_____ WPM <input type="checkbox"/> Other skills _____ <input type="checkbox"/> List Computer Programs you have knowledge in: (Excel, Word, etc) _____ _____	EXPERIENCE (years) _____ _____ _____	<input type="checkbox"/> CDL ..... <input type="checkbox"/> Forklift..... <input type="checkbox"/> Other..... <input type="checkbox"/> .....	EXPERIENCE (years) _____ _____ _____ _____	<input type="checkbox"/> Clerical..... <input type="checkbox"/> Custodial..... <input type="checkbox"/> Grounds..... <input type="checkbox"/> Maintenance ..... <input type="checkbox"/> Bus Driver.....	EXPERIENCE (years) _____ _____ _____ _____
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**EMPLOYMENT HISTORY:** (Please list all employment starting with present or most recent employer. Use additional space on back if necessary.)

DATES		EMPLOYER NAME/ADDRESS	PHONE	NAME OF SUPERVISOR	JOB TITLE AND DUTIES	SALARY	REASON FOR LEAVING
FROM MO/YR	TO MO/YR						

May inquiry be made of your present or most recent employer regarding your character, qualifications, etc. ....  Yes  No  
 (Checking NO may jeopardize your being considered for employment in Peninsula School District.)

<b>PERSONAL REFERENCES:</b> (Other than relatives or former employers)			
NAME	PHONE	ADDRESS	CITY, STATE, ZIP CODE

Are you licensed to drive a car?..... Yes  No

What type of transportation is available to you? \_\_\_\_\_

Indicate experience which would be of value to you in working with children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MILITARY EXPERIENCE:**

Have you ever served in the armed forces of the United States? .....  Yes  No

Army  Navy  Marines  Coast Guard  Air Force

Active duty from \_\_\_\_\_ to \_\_\_\_\_

If applying for a position that involves working with children, have you within the past seven years been released from prison or been convicted of any offense that involves any crime against persons such as: assault, rape, child abuse, child molesting, extortion, blackmail, coercion, or any crime which involves drugs?.....  Yes  No

If yes, explain nature of crime, place and date \_\_\_\_\_

\_\_\_\_\_

If applying for a position that involves handling money or personal property, have you within the past seven years been released from prison or been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail or coercion? .....  Yes  No

If yes, explain nature of crime, place and date \_\_\_\_\_

\_\_\_\_\_



## **AFFIRMATIVE ACTION QUESTIONNAIRE**

Discrimination in employment is prohibited under Title VII of the Civil Rights Act of 1964. Recognizing its legal as well as social obligations to make equal employment opportunity a reality, Peninsula School District has implemented an affirmative action program. The goal of that program is proportionate representation of the entire community at all levels of school district employment.

For the purpose of effectively implementing Peninsula's Affirmative Action Plan, we would appreciate your providing the information below. This is entirely voluntary and will remain confidential. This information will not be seen by supervisors or other department employees.

1. Name: \_\_\_\_\_

2. Male: \_\_\_\_\_ Female: \_\_\_\_\_

3. Please indicate group or groups with which you identify:

Asian \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ Pacific Islander \_\_\_\_\_ White \_\_\_\_\_

Other (Please specify) \_\_\_\_\_ Disabled \_\_\_\_\_ Disabled Veteran \_\_\_\_\_ Over 40 \_\_\_\_\_

**PLEASE PRINT**

DATE: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First)

## **APPLICANT 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 Peninsula School District.

- 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 a former employee of our District?  No  Yes

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> All prospective employees who will or may have unsupervised access to children under 16 years of age, developmentally disabled persons, and/or vulnerable adults are "applicants".

# APPLICANT DISCLOSURE STATEMENT

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## CRIMINAL HISTORY DISCLOSURE

1. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations.)  No  Yes

**If yes, attach an explanation of the nature of the charge, place, date, and court. A pending criminal charge will not necessarily bar you from District employment.**

2. Have you ever been convicted of a crime? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations.)  No  Yes

**If yes, attach an explanation of the nature of the crime, place, date, and court. A conviction record will not necessarily bar you from District employment.**

3. (A) CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (See above for definition of "convicted").

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Custodial Assault                                  | <input type="checkbox"/> First, Second, or Third Degree Child Molestation       | <input type="checkbox"/> First or Second Degree Manslaughter                |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child  | <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> First, Second, or Third Degree Rape                |
| <input type="checkbox"/> First, Second, or Third Degree Assault             | <input type="checkbox"/> Patronizing a Juvenile Prostitute                      | <input type="checkbox"/> First or Second Degree Robbery                     |
| <input type="checkbox"/> Simple Assault                                     | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s)    | <input type="checkbox"/> Indecent Liberties                                 |
| <input type="checkbox"/> First or Second Degree Custodial Interference      | <input type="checkbox"/> Sexual Exploitation of Minor(s)                        | <input type="checkbox"/> Felony Indecent Exposure                           |
| <input type="checkbox"/> Incest   | <input type="checkbox"/> Communication with a Minor for Immoral Purposes        | <input type="checkbox"/> Vehicular Homicide                                 |
| <input type="checkbox"/> First, Second, or Third Degree Rape of a Child     | <input type="checkbox"/> First Degree Arson                                     | <input type="checkbox"/> Unlawful Imprisonment                              |
| <input type="checkbox"/> Child Abandonment                                  | <input type="checkbox"/> First Degree Burglary                                  | <input type="checkbox"/> Malicious Harassment                               |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> Aggravated Murder                                      | <input type="checkbox"/> Criminal Abandonment                               |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order         | <input type="checkbox"/> First or Second Degree Murder                          | <input type="checkbox"/> First or Second Degree Criminal Mistreatment       |
| <input type="checkbox"/> Child Buying or Selling                            | <input type="checkbox"/> First or Second Degree Extortion                       | <input type="checkbox"/> Promoting Pornography                              |
| <input type="checkbox"/> First or Second Degree Kidnapping                  |   | <input type="checkbox"/> First Degree Promoting Prostitution                |
|   |   | <input type="checkbox"/> Prostitution                                       |
|   |   | <input type="checkbox"/> First or Second Degree Custodial Sexual Misconduct |

3. (B)  CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

# **APPLICANT DISCLOSURE STATEMENT**

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4. **Have you ever been (a) found by a court in a protection proceeding under Chapter 74.34 to have abused or financially exploited a vulnerable adult or (b) convicted of any of the following crimes where the victim was a vulnerable adult: (Vulnerable adult means adults of any age who lack the functional, mental, or physical ability to care for themselves.)**

- First, second, or third degree extortion
- First second or third degree theft
- First or second degree robbery
- Forgery
- Any of the foregoing crimes as they may have been renamed

ANSWER:  NO       YES      IF YES, EXPLAIN BELOW.

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5. **Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?**

ANSWER:  NO       YES      IF YES, EXPLAIN BELOW.

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6. **Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abuse any minor?**

ANSWER:  NO       YES      IF YES, EXPLAIN BELOW.

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7. **Have you ever been 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?**

ANSWER:  NO       YES      IF YES, EXPLAIN BELOW.

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8. **Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.**

ANSWER:  NO       YES      IF YES, EXPLAIN BELOW.

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9. **Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 8 above?**      ANSWER:       NO       YES

# **APPLICANT DISCLOSURE STATEMENT**

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An inquiry may be made to the Washington State Patrol, a Federal, or other Law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such inquiry will be made available to you upon request.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Applicant, Print Name: \_\_\_\_\_

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

Date and Place: \_\_\_\_\_

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***TO BE COMPLETED AFTER CONDITIONAL EMPLOYMENT IS OFFERED.***

I certify under penalty of perjury under the laws of the State of Washington that as of this date \_\_\_\_/\_\_\_\_/\_\_\_\_, a date on or after which I have been offered conditional employment with the hiring district, the foregoing remains true and correct. I further certify that I have been released from all contractual obligations with other Washington State School Districts. I understand that any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of my application or this questionnaire can be grounds for denial of employment or continued employment with the hiring district.

***Your signature must be witnessed by an employee of the hiring district.***

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Witness, Print Name/Title: \_\_\_\_\_

Witness, Sign Name: \_\_\_\_\_

Date and Place: \_\_\_\_\_