

DIXIE SCHOOL DISTRICT 101

10520 E Hwy 12 PO BOX 40
Dixie, WA 99329-0040

APPLICATION FOR CLASSIFIED EMPLOYMENT

Position Desired:

- Secretary/Business Manager
- Maintenance/Custodial
- Para-Educator
- Transportation
- Food Services

Date: _____

PERSONAL INFORMATION

Social Security No. ____ - ____ - ____

Name _____ Home Phone _____
Last First Middle
Address _____ Business/Message Phone _____
Number & Street Apt # City State Zip

Position applied for _____ Would you be willing to substitute, if needed? Circle one: **YES** **NO**

Employment preference: _____ 12-month _____ 10-month _____ 8 hour day _____ less than 8 hour day

Are you a Veteran? _____ Dates of service _____ Military duties or training _____

Please describe any health conditions that may affect your work performance _____

Responsibilities that may require time away from work _____

EDUCATION	Name of School	Degree/Diploma/Certificate	Date Earned
High School	_____	_____	_____
College or University	_____	_____	_____
Seminars/Workshops	_____	_____	_____
Special training, skills and experience	_____		

Are you fluent in a language other than English? _____ Specify: _____

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? _____
If yes, please explain nature of crime, place and date _____

I hereby declare the information provided by me in this application for Employment is true, correct and complete to the best of my knowledge. I authorize Dixie School to inquire as to my records with any or all of my former employers or references with no liability arising, therefrom. I understand that if employed, any misstatement or omission of fact on this application shall be considered sufficient cause for dismissal.

Signature _____

Date _____

Dixie School District does not discriminate in providing equal opportunities in educational programs, activities and employment.

PREVIOUS WORK EXPERIENCE

(List current and former employers beginning with the most recent. Attach a separate sheet if necessary)

Employer _____ Address _____
Supervisor's Name _____ Phone _____
Dates of Employment: From _____ To _____
Specific Duties _____
Reason for leaving _____

Employer _____ Address _____
Supervisor's Name _____ Phone _____
Dates of Employment: From _____ To _____
Specific Duties _____
Reason for leaving _____

Employer _____ Address _____
Supervisor's Name _____ Phone _____
Dates of Employment: From _____ To _____
Specific Duties _____
Reason for leaving _____

Employer _____ Address _____
Supervisor's Name _____ Phone _____
Dates of Employment: From _____ To _____
Specific Duties _____
Reason for leaving _____

Employer _____ Address _____
Supervisor's Name _____ Phone _____
Dates of Employment: From _____ To _____
Specific Duties _____
Reason for leaving _____

Volunteer Experience and/or prior experience which would be valuable in working with children _____

PERSONAL REFERENCES
(Other than relatives and former employers)

Name _____ Phone _____
Street _____ City _____ State _____ Zip _____

Name _____ Phone _____
Street _____ City _____ State _____ Zip _____

SECRETARIAL / BUSINESS MANAGER APPLICANTS ONLY

	Number of Years Training	Number of Years Experience
Typing (_____ net wpm)	_____	_____
Shorthand (_____ net wpm)	_____	_____
Bookkeeping	_____	_____
Payroll	_____	_____
Computer	_____	_____
Microsoft Word	_____	_____
Excel	_____	_____
Other _____	_____	_____
Other _____	_____	_____

PARA-EDUCATOR APPLICATIONS ONLY

Please fill out (above) the areas that you have experience in the SECRETARIAL /BUSINESS MANAGER.

What experience do you have working with students who have sensor, mental, physical, or learning disabilities? _____

Describe talents you have that would be helpful in working with specialized students? _____

What abilities and experiences have you had working with individual students and groups? _____

What grade level students have you worked with? _____, _____, _____, _____.

What training have you had in child development? _____

Are you proficient in signing? _____ Have you worked with behaviorally aggressive students? _____

Are you capable of lifting a handicapped child? _____ Are you willing to feed and toilet handicapped students? _____

FOOD SERVICES APPLICANTS ONLY

What cooking training and/or experience have you had? _____

How large of a group have you cooked for? _____ Do you hold a valid Food Handler's License?

Circle one: **YES** **NO**

What training and/or experience have you had in taking inventory and ordering supplies? _____

What training and/or experience in record keeping/cashiering have you had? _____

MAINTENANCE/CUSTODIAL APPLICANTS ONLY

Do you hold a journeyperson's card? _____ If so, what trade? _____

Have you been an apprentice? _____ If so, what trade? _____

Please indicate the number of years training and experience in the appropriate categories:

CUSTODIAL	Years Training	Years Experience	EQUIPMENT OPERATION	Years Training	Years Experience
Boilers	_____	_____	Bulldozer	_____	_____
Floors: Buffing/Waxing & Stripping	_____	_____	Grader	_____	_____
Sweeper	_____	_____	Lift-Truck	_____	_____
Window/Wall Care	_____	_____	Mower	_____	_____
Carpeted Floor Care	_____	_____	MECHANICS		
Clean/Sanitize Toilets	_____	_____	Automotive	_____	_____
MAINTENANCE			Truck/Heavy duty	_____	_____
Acoustical	_____	_____	Brakes	_____	_____
Cabinet Work	_____	_____	Diesel	_____	_____
Carpentry	_____	_____	Gas Engine	_____	_____
Concrete	_____	_____	Lubrication	_____	_____
Floor Covering	_____	_____	Motor Overhaul	_____	_____
Hardware	_____	_____	Rear Axle or 3 rd Member	_____	_____
Painting	_____	_____	Transmission	_____	_____
Plumbing & Heating	_____	_____	Welding	_____	_____
Roofing	_____	_____	STOCKROOM		
Welding	_____	_____	Inventory Control	_____	_____
Refrigeration	_____	_____	Ordering Supplies	_____	_____
Small Engine	_____	_____	Delivery	_____	_____
Drainage & Sewer	_____	_____			

Grounds Care
Landscaping

TRANSPORTATION APPLICANTS ONLY

Do you hold a valid Washington State Drivers License? Circle one: **YES** **NO** WDL# _____

Do you have an intermediate or combination endorsement? Circle one: **YES** **NO** Specify _____

Please list all restrictions placed upon your driving as found on your driver's license _____

How many year have you been driving? _____ What experience have you had in driving truck or bus? _____
Years Approx.Miles

List other driving experience here: _____

Have you ever had your license revoked? Circle one: **YES** **NO** If **YES**, please explain _____

EMPLOYMENT PROCEDURES

- The applicant must provide a complete application form.
- Dixie School District accepts applications on a continuous basis. In fairness to all candidates, and due to the number of applications which are received, courtesy interviews are not conducted.
- The Personnel Department will contact you only if you have been selected for an interview. Interviews are conducted only when a specific position is vacant.

- Application forms will be kept active for a period of one year following date of application.
- A food handling permit must be obtained within 7 days after notification of employment (Food Service Employees Only).
- After notification of employment, the applicant must schedule an appointment with the Personnel Department. A Fingerprint-Based Criminal History Verification will be scheduled.

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WALLA WALLA, WA 99329-0040

CLASSIFIED APPLICANT DISCLOSURE STATEMENT

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 persons as defined in Section 1 of Chapter 486, Laws of 1987, and listed 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 degree arson; first degree burglary; first or second degree indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor for immoral purposes; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment?

Answer: _____ If **YES**, explain below.

2. 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: _____ If **YES**, explain below.

3. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

Answer: _____ If **YES**, explain below.

4. Have you ever been convicted of possession of a controlled substance; or possession with intent to deliver a controlled substance?

Answer: _____ If **YES**, explain below.

5. Are you presently charged with, but not convicted of, any of the violation or crimes described in paragraphs 1-4 above?

Answer: _____ If **YES**, explain below.

6. Do you have any nicknames or short first names or any other name or alias by which you are referred, or by which you refer to yourself, other than as signed below?

Answer: _____ If **YES**, explain below.

7. Have you previously retired from any other public agency?

Answer: _____ If **YES**, explain below.

Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and record become the property of the district which reserves the right to accept or reject it. A criminal history on all applicants considered for hire by the District may be requested through the Washington State Patrol or Federal Law Enforcement Agencies as a pre-employment prerequisite.

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. Further, I hereby authorize the District to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, credit agency or government agency, or the Washington State Patrol or any Federal Law Enforcement Agency to give the District any information they may have regarding me. I further authorize the District to disclose any information they may have regarding me if such information is requested by a different potential future employer of me. In consideration of the District's review of this application, I release the District and all providers of information from any liability as a result of furnishing and receiving any of the above information.

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 as to whether or not I will be employed by the District. 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 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.

Applicant Signature _____ Date: _____

School District Witness _____ Date: _____

