

## **EMPLOYMENT APPLICATION – EXTRA CURRICULAR**

Dear Applicant:

Thank you for your interest in obtaining employment with the Darrington School District. Our application selection procedures are as follows:

- Complete the enclosed application form and affirmative action questionnaire
- Include a cover letter stating briefly, in your own words, why you are interested in coaching an activity in Darrington.
- When your completed application has been received, it will be placed in our active applicant pool for review after the posting closes.
- Interviews are scheduled through the Athletic Director. Please do not contact principals regarding position openings and interviews.
- When the interview and selection process is complete, the recommended candidate will be offered the position and all other candidates will be notified of the decision.
- If you are offered a position in the District, you will be required, under Washington Law, to be fingerprinted for state and national background checks. **Cost for the background check must be paid by the applicant.**

Applications will be retained in the *current* file until November 1 following the date of receipt. After that date, renewal will be made annually for the ensuing one year upon request by the applicant.

Thank you for your application. Feel free to contact the administration office if you have any questions regarding application procedures.

***We reserve the right to modify the details of a position posting at any time.***

# AFFIRMATIVE ACTION PROGRAM QUESTIONNAIRE

Your cooperation in completing this form is appreciated. Information derived from this sheet is for statistical purposes, to prevent discrimination and to help in the evaluation of our personnel procedures and policies in accordance with the District's Affirmative Action Program. *This information is voluntary and confidential and will not be filed with or made a part of your application or personnel file.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Position Applied for \_\_\_\_\_

Other positions you are interested in \_\_\_\_\_

Sex:  Male  Female Age:  Under 40  Over 40

Vietnam Veteran (Service between 1 Aug 1964 and 1 May 1975)  Yes  No

Disabled Veteran (recognized by the Veterans' Administration)  Yes  No

Disabled (any person who has a physical or mental impairment which substantially limits one or more of major life activities)  Yes  No

Please specify the disability \_\_\_\_\_

Racial/Ethnic Identification Group:

**American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far West, Southeast Asia or the Pacific Islands. These areas include China, Japan, Korea, the Philippine Islands, and Samoa.

**Black, not of Hispanic Origin:** A person having origins in any of the Black racial groups of Africa.

**Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**White, not of Hispanic Origin:** A person having origin in any of the original peoples of Europe, North Africa or the Middle East (or the Indian Subcontinent).

**Mixed.** A person to whom more than one of the above characteristics apply.

Please specify: \_\_\_\_\_

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## DISCLOSURE

1. Have you ever been convicted of any crime against persons? If yes, please explain. Use additional paper if necessary.
  
2. Have you ever been found in any dependency action under RCW 13.34.030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor? If yes, please explain. Use additional paper if necessary.
  
3. 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? If yes, please explain. Use additional paper if necessary.
  
4. 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? Use additional paper if necessary.

Failure to complete this DISCLOSURE will invalidate any application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# EMPLOYMENT APPLICATION – *EXTRA CURRICULAR*

## DARRINGTON SCHOOL DISTRICT NO. 330

P.O. Box 27, 1065 Fir Street, Darrington, WA 98241

\_\_\_\_\_  
Last Name                      First Name                      Middle Name                      Social Security Number  
(Print your last name as it appears on your Social Security Card.)

Present Address \_\_\_\_\_  
Street or P.O. Box                      City                      State/Zip                      Telephone Number

Permanent Address \_\_\_\_\_  
Street or P.O. Box                      City                      State/Zip                      Telephone Number

### PROFESSIONAL INFORMATION

Designate the position for which you are applying \_\_\_\_\_

Have you ever worked for the Darrington School District:    \_\_\_ Yes    \_\_\_ No    (if yes)

Date(s) \_\_\_\_\_ Location(s) \_\_\_\_\_

Position(s) \_\_\_\_\_

### EDUCATION

	Name of school and location	Degree	No. of Years	Yr Graduated
High School/GED	_____	_____	_____	_____
College/University	_____	_____	_____	_____
Business School	_____	_____	_____	_____
Vocational School	_____	_____	_____	_____
Non-credit, night school, distance learning courses, other education (List name of course, grade, year taken.):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Use other side if needed.)



**SPECIAL SKILLS**

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

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

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**PREVIOUS COACHING/ADVISING EXPERIENCE**

List most recent experience first.

Dates of Employment From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Number of Years Employed \_\_\_\_\_ Position Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Number of Years Employed \_\_\_\_\_ Position Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**MILITARY SERVICE**

Branch of Service \_\_\_\_\_ Dates of Service \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Service Occupation \_\_\_\_\_

**PERSONAL**

Are you a U.S. citizen or have you applied for citizenship?  YES  NO

Do you have any physical, mental, or sensory limitations or disabilities that may affect your ability to perform the type of work for which you are applying?  YES  NO

If yes, explain \_\_\_\_\_

Have you been convicted in a court of law for a crime or released from prison  YES  NO

Note: A conviction record will not necessarily disqualify you from employment; however, you will be asked to disclose details.

Have you previously worked for the Darrington School District? If yes, under what name? \_\_\_\_\_

**NOTE:** Darrington School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Tracy Franke, Superintendent, Title IX and Civil Rights Coordinator, tfranke@dsd.k12.wa.us (360) 436-1323 and Cindy Christoferson, High School Principal, Special Education Director and Section 504 Compliance Coordinator, cchristoferson@dsd.k12.wa.us (360) 436-1140, PO Box 27 Darrington WA 98241.

**REFERENCES**

Name	Address	Phone	Official Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**GENERAL INFORMATION**

- A personal interview is required before an applicant can be recommended for employment. The applicant will be contacted by the District Office to arrange a time for an interview.
- Any falsification or omission on this application for employment will be considered sufficient cause for dismissal.
- ONLY CANDIDATES WITH COMPLETE APPLICATION MATERIALS WILL BE CONSIDERED FOR THE POSITION AND NOTIFIED OF THE POSITION STATUS.
- Washington State law now requires that any person newly hired by a school district must be fingerprinted for a State and National background check. Employment is contingent upon clearance of the background check. Cost for the background check must be paid by the applicant

- Do you have a current first aid card? \_\_\_\_ YES \_\_\_\_ NO **If you do not have a current first aid card, the initial card is your responsibility at your own expense.**

The foregoing is true and complete to the best of my knowledge. I acknowledge that failure to provide true and complete information can be, if I am hired, grounds for discipline, up to and including discharge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**I hereby authorize the Darrington School District, at its discretion, to contact my previous employers, related references, and public entities, which may have information relative to my suitability for employment. I hereby release all of those employers, references, academic institutions, and the District from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the District.**

**I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials, employment references and background. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the District has not employed me and for immediate dismissal if the District has employed me. I also authorize the District to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the District from any and all liability for its providing this information.**

**I hereby acknowledge that I have read and understand the preceding statement.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



Applicant's name \_\_\_\_\_ Date \_\_\_\_\_

**Please respond to the following question. Return your response with your completed application.**

**WHY DO YOU ENJOY WORKING WITH CHILDREN/YOUNG ADULTS?**