

QUILEUTE TRIBAL SCHOOL

PO Box 39, La Push, Washington 98350 • 360-374-2061 • Fax 360-360-5784

Our goal is to provide a safe learning environment, and an educational program that instills pride in our Native American heritage, while preparing our students for whatever the future brings.

Certificated / Administrative Employment Application

PERSONAL INFORMATION:	
Last Name, First, Middle	Date of Application:
Mailing Address	Social Security No:
City, State, Zip	Have you ever been a member of the Washington State Retirement System? <input type="checkbox"/> Yes <input type="checkbox"/> No What plan? <input type="checkbox"/> SERS 2/3 <input type="checkbox"/> TRS 2 <input type="checkbox"/> TRS 1 <input type="checkbox"/> TRS 3
Contact No: <input type="checkbox"/> Home/Message <input type="checkbox"/> Cell <input type="checkbox"/> Work	
E-Mail Address:	

APPLYING FOR:			
<input type="checkbox"/> Elementary	<input type="checkbox"/> Secondary	<input type="checkbox"/> Special Education	<input type="checkbox"/> Counselor
<input type="checkbox"/> Preschool	<input type="checkbox"/> 7-8	<input type="checkbox"/> Elementary	<input type="checkbox"/> Psychologist
<input type="checkbox"/> K-3	<input type="checkbox"/> 9-12	<input type="checkbox"/> Secondary	<input type="checkbox"/> O.T.
<input type="checkbox"/> 4-6		<input type="checkbox"/> High Needs	<input type="checkbox"/> P.T.
		<input type="checkbox"/> Other:	

Work Preference:		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Substitute

CERTIFICATION:				
List teaching, ESA, administrative and special certificates or licenses currently held.				
Type of Certificate	Number	Endorsement	Date Issued	Expiration Date

Instructions:
<p>A completed application is required of all candidates for employment. If employed, the application form will become a part of the permanent employment record.</p> <p>Applications are kept on file for one calendar year. Renewal of applications will be made upon the request of the applicant. Applications will be destroyed after one year unless renewed. A completed application must be received by the School no later than the closing date on job posting announcements.</p> <p>An application is not considered complete unless the following are included: cover letter; a minimum of 3 Professional Reference forms; Applicant Disclosure Statement; a Washington State Sexual Misconduct Disclosure Release (only required if you have been employed previously by a school district); a placement file or unofficial copies of your college transcripts; and a photocopy of your Washington State certificate(s). Incomplete applications will be not considered.</p> <p>Contact the Administration office at (360) 374-5609, if you have any questions regarding your application.</p>

CERTIFICATED / ADMINISTRATIVE EXPERIENCE (List most recent first):

District/School:	Subject Taught:/Position Held:
Address:	Grades Taught: From: _____ To: _____
City/State	Phone Number: ()
Reason for Leaving:	

District/School:	Subject Taught:/Position Held:
Address:	Grades Taught: From: _____ To: _____
City/State	Phone Number: ()
Reason for Leaving:	

District/School:	Subject Taught/Position Held:
Address:	Grades Taught: From: _____ To: _____
City/State	Phone Number: ()
Reason for Leaving:	

EDUCATION AND TRAINING:

List all college attended, beginning with the most recent. If hired, official transcripts of all college work must be furnished. Use an additional sheet if necessary.

Name of Institution	City / State	Dates Attended		Degrees / Date Rec'd.	Major / Minor
		From:	To:		

Other Experience (include Military Service):

Employer:	From: _____ To: _____
Address:	Position Held:
Reason for Leaving:	

Employer:	From: _____ To: _____
Address:	Position Held:
Reason for Leaving:	

PROFESSIONAL REFERENCES:	
Name:	Phone No:
Position Title:	Company Name:
Name:	Phone No.
Position Title:	Company Name:
Name:	Phone No.
Position Title:	Company Name:

SPECIAL TRAINING:		
Instructional <input type="checkbox"/> Cooperative Learning <input type="checkbox"/> Professional Learning Communities <input type="checkbox"/> Powerful Teaching & Learning <input type="checkbox"/> State Standards <input type="checkbox"/> Peer Coaching <input type="checkbox"/> Other (Specify)	Curriculum <input type="checkbox"/> Multicultural Awareness <input type="checkbox"/> Multimedia/computer <input type="checkbox"/> Sex Equity Awareness <input type="checkbox"/> Other (Specify)	Student Needs <input type="checkbox"/> Special Needs <input type="checkbox"/> Gifted <input type="checkbox"/> Remedial Learning <input type="checkbox"/> Drug/Alcohol Problems <input type="checkbox"/> Students at Risk <input type="checkbox"/> Bilingual <input type="checkbox"/> Behavior Management <input type="checkbox"/> Other (Specify)

PERSONAL INFORMATION:		
1	Are you legally authorized to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you ever been dismissed or asked to resign from a position in the last 10 years? If yes, explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you ever resigned rather than face disciplinary action and/or non-renewal by an employer in the last 10 years? If yes, explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are you physically and otherwise able to perform the duties of the job for which you are applying?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PERSONAL PHILOSOPHY:

In your own handwriting, briefly state your philosophy of education and what you would offer the students of the Quileute Tribal School:

Federal and/or state criminal history fingerprinting background checks will be required of candidates who will or may have unsupervised access to children. Any offer of employment is conditional and subject to an acceptable outcome of a criminal history background check.

Any offer of employment for a position which requires a commercial driver's license, including but not limited to school bus driver, is conditional and subject to an acceptable outcome of a drug test.

I have read and understand the above statements.

Signature

Date

APPLICANT'S STATEMENT

If offered a position with the School, the Federal Immigration and Nationality Act requires verification of your identity and authorization to work before employment commences. Pursuant to RCW Chapter 43.43, as amended, you will be required to complete a disclosure form indicating whether you have been convicted of crimes against persons listed in the statute. A criminal conviction history record, based on fingerprints, will also be requested from the Washington State Patrol and Federal Bureau of Investigation. Employment will be conditional upon the district's receipt of a conviction history record that is clear of any convictions, adjudications, protective orders, final decisions or criminal charges listed in RCW Chapter 43.43, as amended.

In connection with my application for employment, I give the Quileute Tribal School permission to call all past employers and references listed on this application to verify past employment, inquire about my past job performance and to expressly release any relevant information concerning my past employment.

I expressly release and hold harmless any employer and/or reference I have listed on my employment application from any liability whatsoever in releasing relevant information to the Quileute Tribal School concerning my past employment, including information about my job performance.

I authorize Quileute Tribal School to make any investigation of any personal, educational, vocational or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution, or government agency to provide Quileute Tribal School. I release the school district and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that if I am employed, I will provide verification of my certification, education and experience. I also agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information that become a part of this application will be regarded as confidential and shall not be revealed to me.

Signature of Applicant

Date

The Quileute Tribal School 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 designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28.A640, Anita Baisley (360-374-5602); Section 504, Anita Baisley (360-374-5602), and Compliance Coordinator for State Law, Dr. Mark Jacobson (360-374-5609) at PO Box 39, La Push, WA 98382.

Equal Opportunity Employer

APPLICANT ⁽¹⁾ 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 the district(s) to which you have applied.

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 presently under contract? No Yes
If yes, with whom?
What is your present position (Title)?
2. Are you a former employee of our district? No Yes
If yes, list dates and positions:
3. Have you ever been on a plan of improvement or placed on probation? No Yes
4. Have you ever been placed on administrative leave pending investigation of allegations of misconduct? No Yes
5. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body? No Yes
6. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions)? No Yes
7. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)? No Yes
8. Have you ever been disciplined for misconduct by a past or present employer? No Yes
9. If you answered 'YES' to questions 3, 4, 5, 6, 7 or 8, provide an explanation of the circumstances including the underlying facts, place, date, and outcome. Attach an additional page if needed.

⁽¹⁾ 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".

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 Materials 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 Abuse or Neglect as defined in RCW 26.44.020 | <input type="checkbox"/> First Degree Burglary | <input type="checkbox"/> Malicious Harassment |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order | <input type="checkbox"/> Aggravated Murder | <input type="checkbox"/> Criminal Abandonment |
| <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> First or Second Degree Murder | <input type="checkbox"/> First or Second Degree Criminal Mistreatment |
| <input type="checkbox"/> First or Second Degree Kidnapping | <input type="checkbox"/> First or Second Degree Extortion | <input type="checkbox"/> Promoting Pornography |
| | | <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.**

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:

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:

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 abused any minor?

Answer: No Yes

If yes, explain below:

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:

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, practice nursing, registered nursing, and psychology.

Answer: No Yes

If yes, explain below:

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

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.

(Provide original signatures on each copy submitted to selected districts as checked on the front of the application).

Applicant – Print Name: _____

Applicant – Signature: _____

Date and Place: _____

THE FOLLOWING SECTION IS TO BE COMPLETED AFTER CONDITIONAL EMPLOYMENT IS OFFERED:

I certify under penalty of perjury under the law 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 of 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: _____

The Quileute Tribal School 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 designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28.A640, Anita Baisley (360-374-5602); Section 504, Anita Baisley (360-374-5602), and Compliance Coordinator for State Law, Dr. Mark Jacobson (360-374-5609) at PO Box 39, La Push, WA 98382.



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Office of Professional Practices
 Old Capitol Building
 PO BOX 47200
 Olympia WA 98504-7200

WASHINGTON STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE

To:	SCHOOL DISTRICT EMPLOYER
	PERSONNEL DEPARTMENT
	STREET ADDRESS
	CITY, STATE, ZIP

The named applicant is under consideration for a position in our school. The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. The individual whose name appears below has had previous employment with your organization. As a former employer, we request you provide the information requested on this form within 20 business days as required by state law (RCW 28A.400). Sexual misconduct definitions are found in WAC 180-87-080. Your assistance is appreciated.

Return all completed information to:	SCHOOL DISTRICT Quileute Tribal School
	ADDRESS PO Box 39, La Push, WA 98350
	PHONE 360-374-2061
	FAX 360-374-5784

Employing School Receipt Date _____ Recipient Name _____

APPLICANT'S NAME (FIRST, MIDDLE, LAST)	
FULL NAME WHEN LAST EMPLOYED WITH ORGANIZATION	
SOCIAL SECURITY NUMBER	CERTIFICATE NO.
APPROXIMATE DATES OF EMPLOYMENT	
POSITION(S)	

I authorize you to release to the school/district listed above, all information related to any acts of sexual misconduct that the school district has made a determination that there is sufficient information to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the school district. Such information includes copies of all related documents, including any rebuttal documents, in personnel, investigative or other files, in accordance with RCW 28A.400. I release the above employer and employees acting on behalf of the employer from any liability for providing information described in this document.

 Applicant Signature _____
 Date

<input type="checkbox"/> No sexual misconduct materials were found.	<input type="checkbox"/> Complaint of sexual misconduct was filed with OSPI.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes, sexual misconduct materials are available.			
<input type="checkbox"/> Please contact for more information.			
<input type="checkbox"/> No record of employment.			

 Former Employer Representative Signature _____ _____
 Title Date

QUILEUTE TRIBAL SCHOOL – PROFESSIONAL REFERENCE FORM

_____ has applied for a certificated position with the Quileute Tribal School.

We ask that you carefully evaluate the applicant in terms of your professional contact with the applicant.

In what capacity did the applicant work with you?

Have you observed this applicant _____ very few times? _____ equal to one year? _____ several years? From: _____ to _____

What was your title at the time you worked with the applicant?

Where?

NOTE: PLEASE RATE THE APPLICANT IN EACH OF THE FOLLOWING CATEGORIES BY COMPARING THIS INDIVIDUAL WITH OTHERS OF COMPARABLE TRAINING AND EXPERIENCE.

	Upper 10%	Upper 25% But Not Upper 10%	Upper 50% But Not Upper 25%	Upper 50% But Not Lowest 10%	Lowest 10%	No Basis For Judgment
1) <u>Flexibility</u> –Willingness to learn new concepts or ways of doing things. Cooperativeness with youth and adults. Democratic approach to teaching.						
2) <u>Commitment to accomplishment</u> –Exertion of effort to attain particular goals. A desire for producing results. Organization of ideas, time, materials and space in such a way that accomplishment occurs.						
3) <u>Enthusiasm</u> –Displays overall optimism and zeal for what one is doing. Willingness to be involved. Develops positive interpersonal relationships with others.						
4) <u>Clarity of expression</u> –Understands and correctly interprets concepts presented or discussed. Presents and discusses concepts precisely; answers questions clearly.						
5) <u>Scholarship and conceptual skills</u> –Needed for substantive and methodological aspects of teaching. This includes the ability to learn new ideas and skills.						
6) <u>Relation to students</u> –Ability and willingness to develop favorable relationships with students. Exhibits listening, patience, caring and liking for students. Shows empathy for students, is interested in their learning and welfare; is responsive to student needs; is accepting of students and has a high regard for them as they are; is open and desires to have strong relationships with students.						
7) <u>Professional orientation</u> –Has knowledge of current approaches to teaching; breadth of background and willingness to work with others in a team or faculty situation. In general, exhibits a high interest in students, but also maintains high interest in working out problems for the satisfaction of all involved.						
8) <u>Modeling appropriate behavior</u> –Dress, appearance, courteousness and behavior of individual.						

Comments:

Name: _____ Signature: _____
 Date: _____ Telephone Number: _____
 Address: _____

Thank you for assisting us in evaluating this applicant.

PLEASE RETURN TO: **QUILEUTE TRIBAL SCHOOL, PO Box 39, La Push, WA 98350**

Equal Opportunity Employer

QUILEUTE TRIBAL SCHOOL

Staff Name: _____

Ethnicity and race data for staff is now being required by the federal Department of Education. Filling out the form is strictly voluntary. However, if you choose not to answer the questions, staff will make a judgment call as to which category may apply.

Please answer both parts of the question below to most closely identify yourself.

Part A: Are you Hispanic/Latino? (Choose only one)

- No, not Hispanic/Latino
- Yes, Hispanic/Latino

Part B: What is your race? (Choose one or more)

- American Indian or Alaska Native – A person having origins in any of original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including f(or example) Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islander.
- White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Staff Signature

Date