

Entiat School District #127

2650 Entiat Way
Entiat, WA 98822
(509)784-1800

www.entiatchools.org

An Equal Opportunity Employer

The Entiat School District is a tobacco-free,
drug and alcohol-free educational system

**EMPLOYMENT APPLICATION FOR
SCHOOL DISTRICT
BUSINESS MANAGER**



Full Name _____ Soc. Sec. # _____
Last First Middle

PERSONAL INFORMATION

Other name(s) under which records may be listed: _____
Last First Middle

Street Address _____
Street City, State, Zip Code

Mailing Address, if different _____
City, State, Zip Code

Home Telephone () _____ Cell Telephone () _____

Person through whom you may be reached _____ Telephone () _____
Name

E-mail Address: _____

Present position/employment status _____

Date able to begin employment _____

CITIZENSHIP

If requested, can proof of U.S. citizenship, visa, or alien registration be provided? Yes _____ No _____

Would visa or immigration status prevent lawful employment? Yes _____ No _____

BACKGROUND

Have you been convicted of a felony, been released from prison, or been convicted of any offense that involves any form of violence, such as assault, rape, child abuse, child molesting, extortion, blackmail, coercion, or any crime that involves drugs? Yes _____ No _____

If yes, explain nature of crime, place and date: _____

A fingerprint check will be required prior to employment, and a background check by the Washington State Patrol and FBI will be completed.

SKILLS INFORMATION: Please check those that apply. Give typing speed if known.

BOOKKEEPING _____ TYPING—WPM _____ SOFTWARE PROGRAMS YOU ARE PROFICIENT IN THE USE OF:
CALCULATOR _____ COMPUTER _____
COPIER _____ POSTAGE METER _____

To assist in proper placement, please describe any physical, mental or sensory limitations or disabilities you may have. _____

EDUCATION INFORMATION

Please circle the highest grade completed K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
Did you graduate from high school? Yes _____ No _____
Did you graduate from college? Yes _____ No _____ A.A. Degree or higher? _____
Higher Education Quarter Credits Earned: _____ (attach transcripts) ETS Parapro Assessment Score: _____ (attach score notice)

REFERENCES

List the names of two former supervisors including your last or present supervisor and list the names of two persons who can provide a character reference.

NAME	HOME (H) & WORK (W) PHONE	CITY, STATE	OFFICIAL POSITION

WORK EXPERIENCE Please indicate your last three employers, beginning with the most recent. Please include Military Service.

EMPLOYER #1

Employer Name & Address _____
Dates Employed: From _____ To _____ Position: _____ Phone: _____
Supervisor's Name: _____ Reason for Leaving: _____

EMPLOYER #2

Employer Name & Address _____
Dates Employed: From _____ To _____ Position: _____ Phone: _____
Supervisor's Name: _____ Reason for Leaving: _____

EMPLOYER #3

Employer Name & Address _____
Dates Employed: From _____ To _____ Position: _____ Phone: _____
Supervisor's Name: _____ Reason for Leaving: _____

PROFESSIONAL FITNESS If you answer "yes" to the any of the first four questions below, give a complete explanation on a separate sheet of paper, including duties, circumstances, and any supporting documentation.

	<u>Yes</u>	<u>No</u>
1) Have you ever been dismissed, discharged (excluding lay-off), or fired from any employment?	<input type="checkbox"/>	<input type="checkbox"/>
2) Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation?	<input type="checkbox"/>	<input type="checkbox"/>
3) Have you ever been disciplined by a past or present employer for misconduct?	<input type="checkbox"/>	<input type="checkbox"/>
4) Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part?	<input type="checkbox"/>	<input type="checkbox"/>
5) If you are offered this position, are you physically capable of performing all required duties on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>

In the space below, please state why you desire a position with the Entiat School District. Also, include any other pertinent information that could assist in the evaluation of your application.

The Entiat School District prohibits discrimination on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, 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 in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following employees, who have been designated to handle questions and complaints of alleged discrimination, can be reached as follows: Greg Whitmore (Civil Rights Compliance Coordinator) via e-mail at gwhitmore@entiatschools.org, or Susan Morris (Section 504 Coordinator) via e-mail at smorris@entiatschools.org, or Bill Edwardson (Title IX Coordinator) via e-mail at bedwardson@entiatschools.org, or call (509) 784-1800, or by mail at Entiat School District, 2650 Entiat Way, Entiat, WA 98822.

I hereby authorize the Entiat School District to inquire as to my record with any or all my former employers or references with no liability arising therefrom. I hereby guarantee the correctness of the above statements.

I certify that the information herein is true and complete to the best of my knowledge. (Failure to comply with the above stipulation shall be grounds for immediate dismissal or withdrawal from consideration.)

Date of Application _____ Signature of Applicant _____