



**COLLEGE PLACE PUBLIC SCHOOLS**

107 SE 2<sup>nd</sup> Street  
College Place, WA 99324  
(509) 525-4827

**CERTIFICATE OF EMPLOYMENT**

**To be completed by Administrator:**

\_\_\_\_\_ is to be employed as  
(type in the name)

\_\_\_\_\_ at \_\_\_\_\_  
(type in the position) (type in school name)

**Type of Position:**

**Certificated Contract** → **Start Date** \_\_\_\_\_

- Full Time – 12 month**
- Regular Part-Time - less than 12 month**
- Temporary**

- Work Pattern:**
- Monday**
  - Tuesday**
  - Wednesday**
  - Thursday**
  - Friday**
  - Saturday**
  - Sunday**

**Start Date:** \_\_\_\_\_

**Work time schedule:** \_\_\_\_\_

**End Date:** \_\_\_\_\_  
(temporary employee only)

**# Hours a day** \_\_\_\_\_

- Substitute (on call as needed)**
- Supplemental Pay Agreement (coaches, etc.)** \_\_\_\_\_  
(type name of Supervisor)

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

\_\_\_\_\_  
(signature of Administrator)

\_\_\_\_\_  
(type in Date)

To be completed by superintendent's office

**Rate of Pay:** \_\_\_\_\_

**Timesheet / Contract** (circle one)

**Benefits: Yes / No** (circle one)

\_\_\_\_\_  
Superintendent's Signature

**Code #** \_\_\_\_\_  
(type program # to be paid from)

Vision: Focus on kids and their learning

Mission: Prepare kids for their future successes beyond College Place Public Schools.

College Place Public Schools is an equal opportunity employer and complies with all requirements of the ADA