

CLASSIFIED EMPLOYMENT APPLICATION

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



**1755 South College Avenue
College Place, WA 99324
(509) 525-4827**

Position Interest:	
<input type="checkbox"/>	Educational Assistant
<input type="checkbox"/>	Food Services
<input type="checkbox"/>	Custodial
<input type="checkbox"/>	Secretary
<input type="checkbox"/>	Substituting
<input type="checkbox"/>	Transportation / Bus
<input type="checkbox"/>	Work Study
<input type="checkbox"/>	Other _____

Date _____

Name _____
Last
First
M.I.

Address _____
Number & Street

City, State & Zip

Social Security Number _____ Home Phone _____

Alternate phone _____ Date Eligible for Employment _____

Is your health sufficient to work full-time and be successful at this position? _____

Are you fluent in a language other than English? Speaking/Reading/Writing? Please specify: _____ _____
Do you hold a current First Aid and/or CPR card ? Expiration Date: _____

EDUCATION	Name/Address of School	Course Major	Degree, Certificate, or number of credits earned	Dates Attended	GPA
High School					
College Or University					
Seminars or Workshops					

The information provided in this Classified Employment application is true, correct and complete. If employed, I understand that any misstatement or omission of fact on this application shall be sufficient cause for dismissal. If I am employed, I realize that it will be on a conditional basis pending completion of the WSP and FBI background checks.

Signature of Applicant

PREVIOUS WORK EXPERIENCE – List current and former employers beginning with the most recent. Attach a separate sheet if necessary.

SCHOOL WORK EXPERIENCE – You must list all school district experience, classified or certified, from all States.

List in order of occurrence, beginning with most recent experience.

District Name & Address	Position	Date of Employment Mo/Yr to Mo/Yr	Work Performed	Reason for Leaving

OTHER WORK EXPERIENCE - include substituting/volunteer or non-school experience.

List in order of occurrence, beginning with most recent experience.

Employer	Address	Position	Dates of Employment Mo/Yr to Mo/Yr	Salary	Reason for Leaving

*Feel free to include your resume along with this **completed** application.*

Special Training, Skills and or Experience _____

Experience with organizations having to do with children _____

References

Give name and relationship, address and telephone number of three professional references.

1. _____

2. _____

3. _____

ALL APPLICANTS COMPLETE THIS SECTION

Please check if you have had training or experience in:	Number of Years Training	Number of Years Experience
<input type="checkbox"/> Computer keyboarding _____ wpm	_____	_____
<input type="checkbox"/> Bookkeeping/Payroll	_____	_____
<input type="checkbox"/> Microsoft Office i.e., WORD, EXCEL, POWERPOIINT	_____	_____
<input type="checkbox"/> Other software, please name programs	_____	_____
<input type="checkbox"/> Email program	_____	_____
<input type="checkbox"/> Graphics	_____	_____
<input type="checkbox"/> Web design or maintenance	_____	_____

EDUCATIONAL ASSISTANT APPLICANTS ONLY

A State requirement provides that you must have an A.A. degree, 72 college credits or pass the Washington State Para Professional Assessment Test if you work with Title I students. Our policy is all educational assistants will meet the requirement. Do you qualify? Please specify _____

What experiences have you had working with individual students and groups? (please indicate grade level) _____

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

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

FOOD SERVICE APPLICANTS ONLY

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

What experience have you had in volume cooking? _____

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

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

Do you hold a valid Food Handler's Permit? _____

SECRETARIAL APPLICANTS ONLY

Please check if you have had training or experience in:	Number of Years Training	Number of Years Experience
<input type="checkbox"/> Reception, telephone etiquette, meeting the public	_____	_____
<input type="checkbox"/> Scheduling appointments, travel, meetings, etc.	_____	_____
<input type="checkbox"/> Creating forms, documents, newsletters, fliers	_____	_____
<input type="checkbox"/> Event planning	_____	_____
<input type="checkbox"/> Supervising volunteers, students, other staff	_____	_____
<input type="checkbox"/> Responding to difficult people	_____	_____
<input type="checkbox"/> Petty Cash, Balancing accounts	_____	_____
<input type="checkbox"/> Requisitions, ordering supplies	_____	_____
<input type="checkbox"/> LCD Projector, digital camera, photo editing	_____	_____
<input type="checkbox"/> Database – creating, editing, maintaining	_____	_____
<input type="checkbox"/> Creating reports, State or otherwise	_____	_____
<input type="checkbox"/> Mail Merge documents, labels etc	_____	_____
<input type="checkbox"/> Working in an educational environment	_____	_____

CUSTODIAL APPLICANTS ONLY

Please describe your training and experience in maintenance (including, but not limited to carpentry, plumbing, mechanics, electrical, grounds keeping, painting, floor waxing, vacuuming, carpet cleaning, sanitizing, tractor operation, etc.) Also indicate years of training/experience in each area.

TRANSPORTATION APPLICANTS ONLY

What is your Washington State Drivers License Number? _____

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

How many years have you been driving? _____ Do you have a combination driver's license? _____

What experience have you had in driving a truck or bus? _____ Years _____ Miles _____

Have you ever had your license revoked? Yes No Explain _____

List other driving experience here: _____

Applications are accepted on a continuous basis and kept on file in the superintendent's office for a period of 18 months. If a job opening should occur and you want to be considered, it will be your responsibility to call and request to be put on the list of interested applicants. Please check our website for openings. www.cpps.org



COLLEGE PLACE PUBLIC SCHOOLS

Administration Office

1755 S. College Ave., College Place, WA 99324

(509) 525-4827 FAX (509) 525-3741

focusing on kids and their learning...

RELEASE FORM

I certify that all of the information I have provided in my employment application materials is true, correct, and complete to the best of my knowledge. As a part of the pre-employment process, I authorize College Place School District to make such investigations of my personal, educational, vocational, or employment history as College Place Schools deems appropriate to the position applied for. By this release, I authorize my current or former employers, coworkers, academic or vocational institutions of learning I have listed in my employment application and government agencies to provide College Place School District with information they have regarding my character and employability. I hereby release and discharge College Place School District, its officers and agents, and all prior employers, coworkers, and other references who provide information pertinent to my fitness to supervise and work with children from any and all liability as a result of furnishing and receiving this information. I provide this authorization and release with the understanding that College Place Schools will handle all such information on a strict 'need-to-know' basis within College Place Schools. I further understand that this release does not authorize College Place Schools to release any such information to third-parties without College Place Schools first exercising best efforts to advise me in writing of the intention to release in order to allow me an opportunity to object to any such release, if I choose to do so.

I agree that if I am offered employment with College Place Schools that I will be conditionally employed as a casual day-to-day employee while the District performs a background check or the Administration awaits the Board of Directors final hiring decision. I further agree that if I am offered employment with College Place Schools, as appropriate to the position, the employment opportunity is conditional on my providing verification of my certification, education, and experience and, I agree that information provided about my character or employability shall, as to me, be restricted such that in the normal course of business neither I nor my representative will not have access to that information. I further agree that if I have made any omission or have provided false or incomplete statements pertinent to the employment decision, College Place Schools may, at its sole discretion, without notice or due process procedures, terminate my employment contract. I understand that such action will be treated as voiding the employment relationship from inception.

(Applicant's signature)

(Date of Applicant's signature)

(Applicant's printed or typed name)

(Superintendent or designee's signature)

Have you ever worked for a school district (public or private)? No Yes

If yes, please complete a "Washington State Sexual Misconduct Disclosure Release" form for each school district that you have worked for. Please make or ask for additional copies if you need more than one form. Please make sure each form is completely filled out as they will be mailed from the District Office.