

Grapeview School District No. 54

822 E Mason Benson Road
Grapeview, WA 98546
360.426.4921 FAX 360.427.8975

CLASSIFIED - APPLICATION FOR EMPLOYMENT

APPLICATION PROCESS: A completed application will include the following:

- Letter of application
- District application form
- Resume (if available)
- Current letters of recommendation, copy of credentials, etc.

FOR WHAT JOB ARE YOU APPLYING? _____

ARE YOU APPLYING: [] Full time [] Part time [] Substitute [] Any

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle Initial

Home Address _____ Telephone _____

City _____ State _____ Zip _____

PRESENT POSITION *If you are not currently employed, please so indicate.*

Current Position _____

Employing Institution _____

Address _____ Telephone _____

City _____ State _____ Zip _____

Length of time in present position _____

Does your current employer know you have applied for a new position? [] yes [] no

PREVIOUS EMPLOYMENT

List most recent experience first, not including your present position.

Dates of Employment	Institution and Location	Supervisor Name	Supervisor's Telephone
From:			Business:
To:		Position Title	Reason for Leaving
Dates of Employment	Institution and Location	Supervisor Name	Supervisor's Telephone
From:			Business:
To:		Position Title	Reason for Leaving
Dates of Employment	Institution and Location	Supervisor Name	Supervisor's Telephone
From:			Business:
To:		Position Title	Reason for Leaving

OTHER WORK EXPERIENCE

EDUCATION

List all graduate and undergraduate work and degrees earned.

	Name of School(s)	Years Completed	Diploma or Degree	Field of Study
High School				
Vocational/Technical				
Undergraduate College/University				
Professional				
Describe any specialized training, apprenticeship and skills:				

CERTIFICATION

Type	Number	Issue Date	Expiration Date	Issuing Agency
Drivers License				
Commercial License Endorsement (CDL)				
Journeyman Card				
Food Handlers Permit				
A.S.F.S.A. Certificate				
First Aid/CPR Certificate				
Other:				

REFERENCES

List the names of persons who are familiar with your character, personality, work and work habits

Name	Professional Relationship	Business Phone	Home Phone
----- Address	City	State	Zip
Name	Professional Relationship	Business Phone	Home Phone
----- Address	City	State	Zip
Name	Professional Relationship	Business Phone	Home Phone
----- Address	City	State	Zip

Do you have any physical, mental or sensory limitations or disabilities, which may limit your ability to perform the job tasks? yes no

Are you able to lift at least 50 pounds? yes no

PROFESSIONAL AND COMMUNITY ACTIVITIES

List each activity and specify the community.

Activity	Community

BACKGROUND CHECK

In addition to the following information, a thorough background check maybe made at the option of the school board.

Are you a United States citizen or have you applied for citizenship? [] yes [] no

Have you been convicted of any crime (i.e., felony, gross misdemeanor, or misdemeanor) or released from prison in the last seven years? [] yes [] no

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

My signature below authorizes the *Grapeview School District* to conduct a background investigation, including criminal convictions, driving records, previous employment, and personal references, as part of the application process. I hereby consent to the release of all information related to this investigation, and release the school district from any liability in connection with the use of this information.

I hereby certify that the information contained in this application and otherwise provided by me as part of the application process is complete and true. I understand that any false or misleading information provided by me will constitute sufficient grounds for disqualification of my application, or in the event that I am employed by the *Grapeview School District*, for my dismissal.

I understand that I must have a current fingerprint file on record.

Signature

Date

Mail letter of application, completed application form, resume and appropriate documents to:

**Grapeview School District
Personnel Department
822 E Mason-Benson Road
Grapeview, WA 98546**

The *Grapeview School District* is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, marital status or the presence of any sensory or physical disability.

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