

Grapeview School District

Dear Applicant:

We are happy that you have an interest in joining our staff. Grapeview School District is a rural K-8 school that is committed to provide the highest quality of individualized education in a positive, safe and joyful environment and we invite you to become part of our program. Every employee is an important member of our team. As a classified employee you will be helping to provide the very best educational environment for our students.

Applications are accepted for open positions only. We are, however, accepting applications for substitute teachers, paraeducators, bus drivers, and other support staff at all times. Our positions are posted on our website at www.gsd54.org.

In order to be considered for a job we require a complete application packet. The following items must be included:

- Completed and signed application and disclosure
- Cover letter
- Resume
- Three letters of reference
- Two Confidential Classified Professional Reference forms, included in the application packet. Please follow directions completely. Please give these to three people who know you professionally. Request they fill out the reference form based on their knowledge of working with you and return the form to Human Resources. These forms can be faxed, mailed or brought to the HR department.
- Form SPI 1588, Washington State Sexual Misconduct Disclosure Release. In the top box, indicate the school district(s) you have worked for, fill out the middle section, sign and date the form. If you have never worked for a school district in Washington State, write N/A in the top box. This form must be returned as an original.
- Application Release of Background and Reference Check Form.

Please take time to fill out as much information as you can. If you have not had much work experience, let us know about your volunteer experience, it is all important and tells us more about who you are and what skills and values you have to offer.

Successful candidates will be required to go to the ESD 113 in Olympia for fingerprint processing. The fee is \$80 payable to ESD 113.

If you have any questions, please contact Tracy Arkin at 275-4921 or 426-4921. We look forward to the opportunity to work with you.