

# PASCO SCHOOL DISTRICT NO. 1



Pasco School District No.1  
 1215 West Lewis Street  
 Pasco, WA 99301-5472  
 Main Office (509) 543-6700  
 Job Line (509) 543-6725  
 Fax (509) 543-6728  
 Website: [www.psd1.org](http://www.psd1.org)

## APPLICATION FOR CLASSIFIED EMPLOYMENT

### POSITION DESIRED:

Maintenance  Paraeducator   
 Custodial  Food Services   
 Transportation  Administrative   
 Secretarial/Clerical  Other \_\_\_\_\_

Full Time  Part Time   
 School Year Only  # Hours Available per day \_\_\_\_  
 Are you willing to substitute? Yes  No

### THIS FORM IS TO BE COMPLETED IN INK

A letter of interest must also be completed and submitted by the closing date for each position for which you would like to apply.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Street City State/Zip

E-mail \_\_\_\_\_ Cell/Message \_\_\_\_\_

In Case of Emergency, Notify \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

### EDUCATIONAL TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE STUDY	CREDITS AWARDED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
High	<small>If G.E.D. so indicate &amp; give date and where received.</small>				
College					
Other					

### REFERENCES

List below three persons, other than relatives and former employers, who have known you during the past three years.

	NAME	ADDRESS	TELEPHONE
1			
2			
3			

### OFFICE USE ONLY

PASCO SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

References: \_\_\_\_\_ Bilingual: \_\_\_\_\_  
 Typing: \_\_\_\_\_ ETS: \_\_\_\_\_  
 Thurstone: \_\_\_\_\_ AA/BA: \_\_\_\_\_  
 Credits: \_\_\_\_\_ G.E.D.: \_\_\_\_\_  
 Letters/Recommendation: \_\_\_\_\_

# EMPLOYMENT HISTORY

List all work experience (use supplemental page if necessary)

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer and explain any gaps in employment such as military, attending school, unemployed, etc. If employment was under a different name, please indicate.

	Employer	Employment Data		Title and Job Responsibilities
<b>1</b>	Firm Name	From Mo/Yr	To Mo/Yr	
	Street Address			
	City, State Zip Code	Hours Worked Per Week:		
	Type of Business	Start:	Salary Last:	Reason for Leaving:
	Supervisor and Telephone			
<b>2</b>	Firm Name	From Mo/Yr	To Mo/Yr	
	Street Address			
	City, State Zip Code	Hours Worked Per Week:		
	Type of Business	Start:	Salary Last:	Reason for Leaving:
	Supervisor and Telephone			
<b>3</b>	Firm Name	From Mo/Yr	To Mo/Yr	
	Street Address			
	City, State Zip Code	Hours Worked Per Week:		
	Type of Business	Start:	Salary Last:	Reason for Leaving:
	Supervisor and Telephone			
<b>4</b>	Firm Name	From Mo/Yr	To Mo/Yr	
	Street Address			
	City, State Zip Code	Hours Worked Per Week:		
	Type of Business	Start:	Salary Last:	Reason for Leaving:
	Supervisor and Telephone			

In your own handwriting, please provide any information you desire that will afford an additional understanding of your qualifications. Your goals, objectives, philosophy and other background factors are of special interest.  
(Please note: In order to be considered for employment, this section must be completed.)

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## JOB SKILLS

In the categories of jobs for which you are applying, please indicate the amount of training and experience you have in each of the skill areas.

SECRETARIAL/CLERICAL	Years of Training	Years of Experience	MAINTENANCE & OPERATIONS	Years of Training	Years of Experience		
Typing wpm:			Automotive				
Library Skills			Truck/Heavy Duty				
Bookkeeping			Brakes				
Payroll			Diesel				
Switchboard			Gas Engine				
Computer/Data Processing (Indicate programs used):			Lubrication				
			Motor Overhaul				
			Rear Axle or 3 <sup>rd</sup> Member				
			Transmission				
Other:			Welding				
<b>PARAEDUCATORS/TUTORS</b>			Other:				
Work with Youth Groups			Acoustical				
Pre-School			Cabinet work				
Special Education			Carpentry				
Library			Concrete				
Signing			Floor Covering				
AV Equipment			Hardware				
Handicrafts			Painting				
Typing			Plumbing & Heating				
Office Machines			Roofing				
Computers			Other:				
Explain relevant experience (if other than in employment history):			<b>PRINTING</b>				
			Offset				
			Postage Meter				
			Electrostatic Copier				
<b>TRANSPORTATION</b>			Paper Folder				
Bus, Commercial or School Driving			Other:				
List all restrictions upon your driving as found on your driver's license: _____			<b>MACHINE SHOP</b>				
			Welding				
			Refrigeration				
			Small Engine				
How many traffic citations for moving violations have you had in the past (5) years? _____ Explain: _____ Do you have a current driver's license endorsement for driving: Buses? <input type="checkbox"/> Yes <input type="checkbox"/> No Trucks? <input type="checkbox"/> Yes <input type="checkbox"/> No			Other:				
			<b>CUSTODIAL</b>				
			Cleaning & Sanitizing				
			Using Cleaning Agents & Disinfectants				
<b>FOOD SERVICE</b>			Washing Walls and/or Windows				
			Cleaning Hard Surfaced Floors				
			Stripping and Waxing Floors				
			Using Buffers, Polishers or Similar Power Equipment				
Cooking and food preparation			Refinishing Gym Floors				
Inventory of kitchen foods and equipment			Carpet Maintenance				
Cashiering			Furniture Moving				
How large a group have you cooked for? _____ Are you willing and able to lift up to 40 pounds? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you hold a food handler's permit? <input type="checkbox"/> Yes <input type="checkbox"/> No (Permit must be obtained before hire.)			Ice & Snow Removal				
			Other:				
			If you have attended any custodial training schools, please state when and where you obtained the training:				
			<b>GROUND</b>				
<b>WRITTEN AND ORAL LANGUAGE COMPETENCY</b>			Drainage & Sewer				
English: Written - <input type="checkbox"/> Yes <input type="checkbox"/> No    Oral - <input type="checkbox"/> Yes <input type="checkbox"/> No			Grounds Care				
Spanish: Written - <input type="checkbox"/> Yes <input type="checkbox"/> No    Oral - <input type="checkbox"/> Yes <input type="checkbox"/> No			Landscaping				
Russian: Written - <input type="checkbox"/> Yes <input type="checkbox"/> No    Oral - <input type="checkbox"/> Yes <input type="checkbox"/> No			Equipment Operation: Bulldozer, Grader, or Other Small Equipment				
Other: _____ Written - <input type="checkbox"/> Yes <input type="checkbox"/> No    Oral - <input type="checkbox"/> Yes <input type="checkbox"/> No			Other:				
<b>HEARING/VISION LANGUAGE COMPETENCY</b>			Do you have a sprayer's license? <input type="checkbox"/> Yes <input type="checkbox"/> No				
American Sign Language: <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you hold a journeyperson's card? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Braille: <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, what trade?				
Other: _____			Are you willing and able to lift and move heavy objects on a regular basis? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Name \_\_\_\_\_  
Last \_\_\_\_\_  
First \_\_\_\_\_  
Middle \_\_\_\_\_

**PERSONAL INFORMATION** (All applicants please answer.)

1. Have you ever worked for the Pasco School District?  Yes  No  
If yes, under what name? \_\_\_\_\_ Job title(s) \_\_\_\_\_  
Dates and supervisor: \_\_\_\_\_
2. Are you legally eligible for employment in the United States?  Yes  No
3. Do you have relatives presently employed by the Pasco School District?  Yes  No  
If yes, please state name and relationship. \_\_\_\_\_
4. (a) Are you presently charged with, but not convicted of, a crime?  Yes  No  
*A pending criminal charge will not necessarily bar you from district employment. Exclude civil infractions such as minor traffic citations.*  
If yes, please explain: \_\_\_\_\_  
(b) Have you ever been convicted of a crime?  Yes  No  
(The term "convicted" includes all adverse dispositions, including a finding of guilty, or nolo contendere, an Alford plea, a stipulation to facts, a deferred or suspended sentence, or a deferred prosecution.)  
*A conviction record will not necessarily bar you from district employment. Exclude civil infractions such as minor traffic citations.*  
If yes, please explain: \_\_\_\_\_  
(c) Have you ever been convicted, jailed, or released from prison for any offense that involves violence such as assault, rape, or child abuse; or any crime which involves drugs, alcohol, extortion, blackmail, coercion, embezzlement, fraud, theft or robbery?  Yes  No  
If yes, please explain: \_\_\_\_\_
5. Do you have a valid Washington Driver's License, First Aid Card or CPR Card?  Yes  No  
Which ones? \_\_\_\_\_ Expiration date(s) \_\_\_\_\_  
If not, understanding that the ability to legally drive a motor vehicle or hold a valid First Aid Card or CPR Card is an essential job function of the position for which you have applied, are you willing to procure one if employment is offered?  Yes  No
6. Are you able to perform the essential functions of the job(s) for which you are applying with or without reasonable accommodations?  Yes  No

**APPLICATION PROCEDURES**

1. All applicants must provide a completed district application form, applicant disclosure form and have at least two (2) completed reference forms and/or letters on file.
2. All interviews will be initiated and scheduled through the Human Resources Office.
3. Any person requiring special accommodations in the application process should advise the Human Resources Director.
4. When applicable, job skills and language competency testing will be scheduled by the Human Resources Office.
5. Former employers may be contacted by the district.
6. Offers of employment will be valid only if made by the Human Resources Office.
7. All offers of employment will be contingent upon Board approval.
8. If required for the position, any offer of employment will be contingent upon passing a drug screening and other testing to confirm bonafide occupation qualifications essential to the position.
9. Pursuant to Ch. 43 and 28A RCW and applicable laws, an inquiry to the Washington State Patrol and Federal Bureau of Investigation will be made. Employment will be on a conditional and temporary basis subject to satisfactory completion of the fingerprint screening and background check.
10. Application forms will be retained in the current file for one year following receipt and must be reactivated by written request within that year.

**CONDITIONS OF EMPLOYMENT:**

The applicant agrees to the following conditions of employment:

1. A pre-placement health evaluation, including drug testing, if required.
2. Meeting minimum or maximum age requirements of applicable laws and submitting proof of true age, if required.
3. Submitting proof of citizenship or U.S. work permit, W-4, Retirement data (date of birth, social security card), I-9 Immigration and Naturalization and necessary documentation.
4. Completing and executing surety bond application, if required.
5. Meeting attendance and performance requirements.
6. Conforming to all District rules, regulations, instructions, and policies.

**PASCO SCHOOL DISTRICT NO. 1 – SIGNATURE RELEASE AND AUTHORIZATION FOR REFERENCE CHECKS**

Applicant agrees that falsification of any part of this application shall be cause for dismissal.

All of the information I have provided in this application or supplement to it is true, correct and complete. I authorize the Pasco School District to inquire with former employer(s) or references and obtain any and all information regarding my job related background. I release and waive Pasco School District No. 1, my former employer(s) and all references from any and all liability in obtaining or disclosing such information. I agree that if I have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the district, the contract shall be deemed void from its inception.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# PASCO SCHOOL DISTRICT NO.1

C.L. Booth Education Service Center 1215 West Lewis Pasco, WA 99301-5472  
(509)543-6700 Fax (509)546-2685 Job Line (509)543-6725 Website: [www.psd1.org](http://www.psd1.org)

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TO: Pasco School District Classified Candidates  
FROM: Glenda Cloud  
Assistant Superintendent Human Resources  
RE: Application Procedure for Classified Employment

We are pleased you are interested in applying for a position in the Pasco School District.

To be considered for any classified position with Pasco School District, please complete the following steps:

- Complete a classified application with our district.
- Submit a letter of interest or cover letter for each position for which you are applying. Please refer to the job-line number (509-543-6725) or access our employment opportunities on our website at [www.psd1.org](http://www.psd1.org) by clicking on District, Employment, and then desired link to check current available positions.
- Have on file four professional reference forms which reflect your most recent compensated work or volunteer experience. Reference forms must be returned by the reference and not the candidate. Returned reference forms will be maintained in strict confidentiality and remain the property of the Pasco School District.
- If applicable, have on file a completed form SPI 1588 (Washington State Sexual Misconduct Disclosure Release) for each current and past school district employer. Copies are available at the District Office or on the internet.
- To qualify for some positions you may be required to take job-specific tests. Bilingual skills, keyboarding, and clerical testing should be scheduled at the time application is made.
- Applicants who meet the required qualifications will be selected for interview based upon a review of the entire file.
- If you are selected for an interview, the Human Resources office will contact you to schedule your appointment for the interview.
- You will be notified of your status after a decision has been made following the interviews.
- Please provide true, correct, and complete information. A background check will be conducted through the Washington State Patrol and FBI.

Questions regarding the application procedures should be directed to Pasco School District No. 1, Human Resources Office, 1215 W. Lewis Street, Pasco, WA 99301 or e-mail [esittman@psd1.org](mailto:esittman@psd1.org).

Equal Opportunity Employer

**PASCO SCHOOL DISTRICT #1**  
**PROFESSIONAL REFERENCE FORM FOR CLASSIFIED APPLICANTS**

<b>Applicant Name:</b> _____ <b>Contact Phone:</b> _____
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**APPLICANT:**  
 PRINT YOUR NAME IN THE FIRST BLANK OF REFERENCE FORM AND IN BOX AT RIGHT.

**THIS FORM IS CONFIDENTIAL**

NOTICE TO APPLICANT: It is the responsibility of the persons applying for positions to distribute these forms to the reference of their choice.

NOTICE TO REFERENCE: The applicant noted on this form has authorized Pasco School District #1 to inquire with all listed references and keep the results confidential.

\_\_\_\_\_ has applied for a non-certificated position with Pasco School District #1.  
 (Applicant Name)

We are asking you to evaluate the applicant on the checklist below and answer the following questions.

1. If the applicant is a former employee, list employment dates: \_\_\_\_\_.
2. How long have you known candidate? \_\_\_\_\_.
3. In what capacity did the applicant work with you? \_\_\_\_\_, where? \_\_\_\_\_.
4. What was your job title at the time? \_\_\_\_\_.
5. Basis for your evaluation: Served as supervisor/evaluator. If so, how long? \_\_\_\_\_.  
     Observed applicant as a colleague. If so, how long? \_\_\_\_\_.  
     Observed applicant in community/activities. If so, how long? \_\_\_\_\_.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:** Please rate this applicant in each of the following categories by comparing this individual with others you have observed or for whom you have had evaluative responsibility. (Check only one column per line, with the upper 10% being the highest rating possible and the lower 10% being the lowest rating possible. If you have no basis for judgment, please mark no basis for judgment. Do not leave blank).

CATEGORY	UPPER 10%	UPPER 25%	UPPER 50%	LOWER 50%	LOWEST 10%	NO BASIS FOR JUDGMENT
<b>1. KNOWLEDGE AND INTEREST IN WORK ASSIGNMENT:</b> Demonstrates sufficient skill level and knowledge to complete assigned tasks; demonstrates a positive attitude toward his/her job; receptive to new ideas and changes; regular attendance; and willingness to accept extra assignments.						
<b>2. WORK AREA MANAGEMENT:</b> Manages materials and time in a responsible and efficient manner; develops a systematic and efficient schedule for routine work, and maintains work schedule to meet deadlines.						
<b>3. COMMITMENT TO ACCOMPLISHMENT:</b> Demonstrates awareness of professional strengths, needs and limitations; seeks opportunities to become involved in workshops, in-service and career development. Exerts effort to attain goals; desires production results. Organizes ideas, time, materials, and space in a way the accomplishment occurs. Demonstrates an attitude toward professional plans/goals; evidences "self-motivation." Is committed to professional growth.						
<b>4. PERSONAL ATTITUDE:</b> Strives to work in harmony with others; carries out supervisor's directions, judgment to keep privileged information confidential; able to take the initiative and make decisions, punctual; accepts and uses criticism constructively.						
<b>5. PUBLIC RELATIONS:</b> Ability to get along well with people (staff, public) by consistently using tact, consideration, courtesy and helpfulness; maintain cordial yet business like atmosphere in the work place by being a courteous listener and able to terminate non-productive/social conversations.						
<b>6. MODELING APPROPRIATE BEHAVIOR:</b> Encourages respect and confidence of supervisors, subordinates, and peers. Maintains professional demeanor, behavior, and attire. Models appropriate employment behaviors.						

Reference Name:(Print) \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

**THIS FORM IS CONFIDENTIAL AND SHOULD NOT BE GIVEN TO THE APPLICANT.**  
**PLEASE RETURN TO: Pasco School District**  
**Human Resources**  
**1215 W. Lewis Street**  
**Pasco, WA 99301**  
**~or~ fax to: (509) 543-6728**

**PASCO SCHOOL DISTRICT NO.1**  
**1215 W. Lewis Street**  
**Pasco, WA 99301**

**APPLICANT DISCLOSURE**

In accordance with RCW 43.43.830, applicants and prospective volunteers are required to complete this disclosure form. In addition, applicants who have been offered employment or volunteer assignments, as outlined in said law, will be required to complete a Request For Criminal History form. These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or findings. Applicants may be employed on a conditional basis pending completion of such background investigation. Volunteers will be retained on the same conditional basis.

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved.

1. Have you ever been convicted of any crimes against persons as defined in RCW 43.43.830, and listed as follows: Aggravated murder; first, second or third degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree rape; first, second or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future?

ANSWER \_\_\_\_\_ IF YES, EXPLAIN BELOW

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2. Have you ever been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

ANSWER \_\_\_\_\_ IF YES, EXPLAIN BELOW.

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3. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

ANSWER \_\_\_\_\_ IF YES, EXPLAIN BELOW.

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4. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

ANSWER \_\_\_\_\_ IF YES, EXPLAIN BELOW.

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Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_ Place Signed \_\_\_\_\_

Witness Signature \_\_\_\_\_

Date \_\_\_\_\_ Position \_\_\_\_\_

**INVESTIGATION CONSENT AND RELEASE OF LIABILITY**

I authorize the Pasco School District to make any investigation of a personal, educational, vocational, or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Pasco School District with information from any and all liability as a result of furnishing this information. Failure to provide accurate responses to questions on the application may result in non-hire or dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_