



216 East Fourth Street
Port Angeles, Washington 98362-3023
v 360•457•8575 • f 360•457•4649
www.portangelesschools.org

Board of Directors • Steve Baxter • Dr. Patti Happe • Cindy Kelly • Lonnie Linn • Sarah Methner

October 2011

Dear Prospective Employees of the Port Angeles School District:

Thank you for your interest in employment with the Port Angeles School District! Your time and effort in completing this application is appreciated.

Please note that it is not possible to interview everyone who completes an application. Completed applications will be screened and only finalists will be interviewed. Those interviewed will be notified regarding the final selection. Due to the volume of applications received at our office, we are unable to notify all applicants of the final selection for each position.

If you are unsuccessful in the selection of the position for which you are currently applying, please be sure to check our website for future job openings. In the event that another position becomes available in which you are interested, please notify the Human Resources Office to have your file reactivated.

After October 15th of each year, the active file of applications will be cleared. If you would like your application to remain active for another year, please make such a request in writing to the Human Resources Office.

We also recommend that you notify our office if there is a change in your mailing address and/or telephone number.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Jill Oakes
Interim Director of Human Resources

My Documents:\\Application Materials\\Dear Prospective Employees Application Insert

Dr. Jane Pryne
Superintendent

Michelle Reid
Assistant Superintendent
Teaching and Learning

Human Resources
(360) 565-3722

Business and Finance
(360) 565-3755



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October 2011

Dear Prospective Employees of the Port Angeles School District:

The 1992 legislature passed ESHB-251H which requires a state and national fingerprint background check for school employees. Washington law 28A.400RCS further defines the school district's responsibility.

Please be aware that if you are employed by the Port Angeles School District, we are required to conduct a background check on you through the Washington State Patrol (WSP) and the FBI, unless you have had a check within the last two years.

If employed, you will be requested to go to the Clallam County Sheriff's Department at 223 East Fourth Street for fingerprinting. Employees are responsible for the nominal fingerprinting fee charged by the Sheriff's Department.

Although we will place you on the job, your employment is conditional until we receive clearance from the WSP and the FBI.

If you have any questions, please do not hesitate to contact me. Although this may seem a cumbersome process, it is for the protection of our students.

Thank you for your assistance.

Sincerely,

Jill Oakes
Interim Director of Human Resources

M://Application Materials/Dear Prospective Employees of the PASD – ESHB-251H – 10/2011

Dr. Jane Pryne
Superintendent

Michelle Reid
Assistant Superintendent
Teaching and Learning

Human Resources
(360) 565-3722

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PORT ANGELES SCHOOL DISTRICT CLASSIFIED PERSONNEL APPLICATION

Please read carefully prior to submitting an application.

I. APPLICATION PROCESS

To be considered for any position your files must include the following:

1. Only candidates with a complete application file will be considered. A complete application file will include the following:
 - A. A letter of application indicating your interest in the job and any special qualifications you wish us to consider.
 - B. A resume describing how you match the qualifications for the job.
 - C. Submit five year abstract of driving record (**bus driver only**)
 - D. Three current letters of recommendation addressing your qualifications are essential. Copies of recommendations from recent employers must be included. Interviews will not be conducted if there are no letters.

Applications should be sent to:

Port Angeles School District
Attn: Human Resources
216 East Fourth Street
Port Angeles, WA 98362

- E. A completed district application form and supplemental forms. Every effort must be made to provide all the information requested on these forms.
- F. All materials must be received by the closing date.

II. SELECTION PROCESS (Though these steps are generally followed some exceptions may occur)

- A. After the closing date for a posted position all completed applications are screened by a team consisting of administrators and/or supervisors. They are screened according to the job qualifications. Consideration is given to education, training, experience, job history, skills related to the job description, and interpersonal skills. Written communication skills are considered for some positions.
- B. The paper screening will identify candidates to be interviewed.
- C. Finalists' references will be contacted.

The interview will be conducted by a team of administrators and supervisors. The candidates will be assessed according to the same conditions described above. The match of candidate to the position will be considered. The finalist will be selected for recommendation to the Board of Directors for hire.

Your application will be kept on file until October 15. If you wish to be considered for employment after that date, you should renew your application. This may be done by submitting another application or by sending a letter. It is recommended that you update location and telephone number whenever a change is made for another year, you must make such request in writing before October 15. Please also send an update of your mailing address and telephone number should they change.

It is not possible to interview everyone who completes an application. Only finalists will be interviewed, and those interviewed will be notified regarding final selection.

PORT ANGELES SCHOOL DISTRICT
216 East Fourth Street
Port Angeles, Washington 98362-3023
 (360) 457-8575 Fax (360) 457-4649
 www.portangelesschools.org
Classified Personnel Application Form

Date of Application _____ Date of Availability _____

Name _____
LAST FIRST INITIAL

Present Address _____
STREET CITY STATE ZIP TELEPHONE

Permanent Address _____
STREET CITY STATE ZIP TELEPHONE

Email _____ Cell Phone _____

Present Position or Status _____

JOB PREFERENCE

Check the positions for which you are applying by marking the boxes:

Secretarial – Clerical	Maintenance	Bus Driver
Paraeducator	Custodial	Bus Mechanic
Library Paraeducator	Other (Please list) _____	

Full Time	Permanent	Substitute
Part Time	Temporary	

	Name of School & Location	Major Course	Average Grade	Year Graduated
HIGH SCHOOL	_____	_____	_____	_____
COLLEGE/UNIVERSITY	_____	_____	_____	_____
BUSINESS SCHOOL	_____	_____	_____	_____
VOCATIONAL SCHOOL	_____	_____	_____	_____
NON-CREDIT, NIGHT SCHOOL, CORRESPONDENCE COURSES, OTHER EDUCATION AND TRAINING (List name of course, grade achieved and year taken) _____				

Port Angeles School District No. 121 complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, age, disability, or disabled or Viet Nam veteran status. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and/or the Section 504 Coordinator, 216 East 4th Street, Port Angeles, WA 98362-3023.

CITIZENSHIP

If requested, can proof of citizenship, visa, or alien registration be provided? Yes No
 Would visa or immigration status prevent lawful employment? Yes No

EMPLOYMENT EXPERIENCE *Give past employment record as completely as possible, starting with your present or latest employer. Indicate summer employment. (If space is insufficient, list on separate page or attach resume.) For any unemployed or self-employed periods, show dates and locations.*

Month	Year	Employer's Name & Address City & State	Name & Title of Immediate Supervisor	Position Held/ Wage Rate	Reason for Leaving
From					
To					
From					
To					
From					
To					
From					
To					
From					
To					
From					
To					

REFERENCES *Give three work related references that have first-hand knowledge of your character, personality and ability.*

Name	Address	Phone	Official Position

I hereby certify that the information herein is a true and complete statement of my personal record to date. I understand that misrepresentation or omission of facts called for hereon will be sufficient cause for cancellation of consideration for employment or dismissal from the school district's service if I have been employed.

SIGNATURE OF APPLICANT

DATE

**PORT ANGELES SCHOOL DISTRICT
DISCLOSURE STATEMENT**

Pursuant to the requirements of RCW 43.43.834 and Washington Administrative Code 246-320-105, we must ask you to complete the following Disclosure Statement. This information will be kept confidential.

1. Have you ever been convicted of a crime?

Yes No

If "yes" please identify the offense(s), provide the date(s) of the conviction (s), the name of the court, (e.g. King County Superior Court) and the sentence(s) imposed.

2. Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child or a vulnerable adult in any civil adjudicative proceeding? Civil adjudicative proceeding includes judicial or administrative proceedings as well as finding by DSHS or the Department of Health that you have not administratively challenged or appealed.

Yes No

If "yes" please identify the specific finding(s), which agency or court made it, the date(s) of the finding(s) and the penalty (ies) imposed.

I declare under the penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I understand that if I am hired, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if hired, my employment is conditioned on your receipt of a satisfactory report from the Washington State Patrol. * I have signed this Disclosure Statement on the date shown below at _____, Washington.

DATE _____ SIGNATURE _____

PRINTED NAME _____

**You will be notified of the State Patrol's response within 10 days after we receive the report. We will make a copy of the report available to you upon your request.*



PORT ANGELES SCHOOL DISTRICT

Hold Harmless Affidavit

I authorize Port Angeles School District to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Port Angeles School District from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the District.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials, employment references and background. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Port Angeles School District has not employed me and for immediate dismissal if the Port Angeles School District has employed me. I also authorize the Port Angeles School District to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the Port Angeles School District from any and all liability for its providing this information.

I hereby acknowledge that I have read and understand the preceding statement.

Signature of Applicant

Date

Print Name

VOLUNTARY, CONFIDENTIAL INFORMATION FOR AFFIRMATIVE ACTION PURPOSES

Port Angeles School District

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorize personnel. Please review the Affirmative Action Definitions at the bottom of the page.

POSITION APPLIED FOR: _____

HOW DID YOU HEAR ABOUT THIS JOB? JOB LINE POSTING WEBSITE NEWSPAPER
 CAREER FAIR

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

DATE OF BIRTH: _____ SEX: MALE FEMALE

RACIAL/ETHNIC GROUP (CHECK)

AMERICAN INDIAN OR ALASKA NATIVE
BLACK/AFRICAN AMERICAN
WHITE/CAUCASIAN

ASIAN OR PACIFIC ISLANDER
HISPANIC

VETERAN STATUS (CHECK)

Have you ever been on active duty in the U.S. Armed Forces?

No Yes Dates _____

Vietnam Era Veteran Disabled Veteran

HANDICAP (CHECK)

Handicapped Please specify _____

AFFIRMATIVE ACTION DEFINITIONS

American Indian/Native American or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asian, the Indian Subcontinent, or the Pacific Islands; e.g., China, Japan, Korea, Samoa, or the Philippines.

Black, not of Hispanic origin: A person with origins in any of the Black racial groups of Africa who is not also of Hispanic origin.

Hispanic: A person of Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin, regardless of race.

White/Caucasian, not of Hispanic origin: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East who is not of Hispanic origin.

Handicapped: Persons with physical, mental, or sensory impairments that would impede that individual in obtaining and maintaining permanent employment and promotional opportunities. The impairments must be maintained rather than slight; static and permanent in that they are seldom fully corrected by medical replacement, therapy, or surgical means.

Disabled Veteran: A person entitled to disability compensation under laws administered by the U.S. Department of Veterans Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam Era Veteran: A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.