

# STEVENSON-CARSON SCHOOL DISTRICT

ATTN: HR Dept  
PO Box 850  
Stevenson, WA 98648  
Phone: (509) 427-5674

## APPLICATION FOR CERTIFICATED ADMINISTRATIVE EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

NAME \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
Street City State Zip Code

MAILING ADDRESS \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
Street City State Zip Code

EMAIL ADDRESS \_\_\_\_\_

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_

### GENERAL INFORMATION

1. The application for certificated administrative employment serves as the initial screening document; therefore, all items must be fully completed. Applicants may wish to include a resume.
2. All finalists for all positions will be called to schedule interviews.
3. Salaries of administrators are determined by approved education, experience, and performance.
4. If selected, the candidate will be required to submit, at his/her own expense, a complete official transcript of college work.
5. This application will remain active until November 1 following date of receipt. If not selected by that time, the candidate must submit a new application.
7. A contract is not effective unless the holder obtains required Washington State Certification by the time he/she begins service in the District.
8. All employment is subject to a background check.

### PERSONAL INFORMATION

Date you would be available to begin work? \_\_\_\_\_

Are you lawfully employable in the United States? YES NO

Can you provide evidence of employability if required? YES NO

List name(s), relationship(s), and position(s) of any relative(s) now working for the Stevenson-Carson School District:

\_\_\_\_\_  
\_\_\_\_\_

Have you, within the past seven years, been released from prison or convicted of any offense that involved drugs, assault, rape, child abuse, child molesting, extortion, blackmail, coercion, embezzlement, fraud, stealing, or robbery? YES NO

Do you authorize the Stevenson-Carson School District to inquire as to your record with any or all of your former employers or references without threat of being held liable? YES NO \_\_\_\_\_

## EXPERIENCE OTHER THAN TEACHING

(Include Military Service)

From Date	To Date	Firm or Employer	Position (mark full time with *)	Phone Number

## PROFESSIONAL INFORMATION

(Educational certificates which you hold, have held, or for which you have applied)

Types of Certificates	Date Issued	Date of Expiration	State

## ACADEMIC INFORMATION

Last High School Attended	Location (City and State)	Date of Graduation			
College (list in order of attendance)	Location (City and State)	Date of Attendance From	Until	Credits Earned	Degree

Teaching Major/Credits in teaching major: \_\_\_\_\_

Teaching Minor(s)/Credits in minor: \_\_\_\_\_

# TEACHING AND ADMINISTRATIVE EXPERIENCE

## CERTIFICATED TEACHING EXPERIENCE (In chronological order)

School	Location (City and State)	Grades and/or Subjects Taught	Dates	
			From	To

## CERTIFICATED ADMINISTRATIVE EXPERIENCE (In chronological order)

School	Location (City and State)	Position	Dates	
			From	To

Total number of years of teaching experience:    Public \_\_\_\_\_    Private \_\_\_\_\_

Was all teaching experience listed above full-time under contract?    YES    NO

If No, explain in detail below.

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## REFERENCES

Give three or more references including superintendents, principals under whom you have taught who have firsthand knowledge of your character, personality, scholarship, and teaching ability.

Name	Telephone Number(s)	Position	Employer	Relationship

## **INFORMATION**

As briefly and exactly as possible, answer the following questions. (Attach an additional page if necessary.)

1. What do you believe are the major duties of an educational administrator?
  
2. How do you motivate those around you to continually seek improvement?
  
3. Please relate to us the characteristics of an administrator you admire and attempt to emulate.
  
4. How do you prioritize your responsibilities?
  
5. If you were hired in this District, what is the first thing you would want to do?
  
6. Explain the role of an administrator in conflict resolution.
  
7. What do you think is the major issue now confronting education? What do you believe will be some of the major issues we must address in the future?
  
8. What motivates you to always do your best?
  
9. What are some of your outside interests and/or hobbies?
  
10. Why do you want to be an administrator in the Stevenson-Carson School District?

### **PLEASE READ AND SIGN THE FOLLOWING:**

I hereby certify that the information contained in this Application for Certificated Administrative Employment is a true and complete statement of my personal and professional record to date. I guarantee the correctness of all statements and information and fully realize that the making of any false statement, or giving of any false information, herein will be sufficient cause for dismissal.

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Signature

Date

## STEVENSON-CARSON SCHOOL DISTRICT #303

*The Stevenson-Carson School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: [Title IX Officer, William Schwan, 350 Bulldog Drive, Stevenson, WA 98648, (509) 427-5674, [schwanw@scsd303.org](mailto:schwanw@scsd303.org); Section 504/ADA Coordinator and Civil Rights Compliance Coordinator, Ingrid Colvard, 350 Bulldog Drive, Stevenson, WA 98648, (509) 427-5674, [colvardi@scsd303.org](mailto:colvardi@scsd303.org)].*

This form is not a mandatory part of the application process and failure to fill it out and/or return it with your completed application form will in no way affect future consideration of you as a candidate for the position for which you have applied. If completed and returned, this form is immediately separated from all other application materials and will only be used to monitor our efforts as an Equal Opportunity Employer.

The District has adopted a formalized Affirmative Action Plan, which includes pre-employment procedures. Part of this process includes keeping generalized records on the characteristics of the applicants who apply for openings in the District. We are asking that you please fill out this form and return it with your application form.

Position for which you are applying \_\_\_\_\_

Date of Application \_\_\_\_\_

This question is about ethnicity, not race: Are you: \_\_\_ Hispanic/Latino \_\_\_ Not Hispanic/Latino

Please choose one or more of the following to describe your racial category:

- \_\_\_\_\_ American Indian or Alaska Native
- \_\_\_\_\_ Asian
- \_\_\_\_\_ Black or African American
- \_\_\_\_\_ Native Hawaiian or Other Pacific Islander
- \_\_\_\_\_ White

Please indicate presence of handicapping condition: \_\_\_ Sensory \_\_\_ Mental \_\_\_ Physical

Please indicate sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Please indicate if you are a veteran: \_\_\_ Disabled \_\_\_ Viet Nam Era \_\_\_ Other

Please indicate age group: \_\_\_ Under 20 \_\_\_ 20-29 \_\_\_ 30-39 \_\_\_ 40-49 \_\_\_ 50-59 \_\_\_ Over 60

The Stevenson-Carson School District would like to thank you for your time and effort used in completing this Affirmative Action Pre-Employment Review form. This information will assist us in monitoring our current employment practices and provide the information necessary to verify our effort as an Equal Opportunity Employer.

# STEVENSON-CARSON SCHOOL DISTRICT #303

## STEVENSON-CARSON SCHOOL DISTRICT #303 APPLICANT DISCLOSURE FORM

Pursuant to RCW 43.43.834(2), prospective employees or volunteers who will or may have unsupervised access to children under 16 years of age during the course of his or her employment or involvement with this organization must complete this disclosure. Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the crime(s) or finding(s), the date, and the court(s) involved.

1. Have you ever been convicted of any crimes against children or other persons as defined in RCW 43.43.830(6), and listed as follows: aggravated murder; first or second 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; first or second degree rape of a child; 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.

\_\_\_\_\_

2. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

ANSWER \_\_\_\_\_ If "YES", explain below.

\_\_\_\_\_

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.

\_\_\_\_\_

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

ANSWER \_\_\_\_\_ If "YES", explain below.

\_\_\_\_\_

Stevenson-Carson School District #303 is authorized to request the Washington State Patrol and the FBI to make available a prospective employee's or volunteer's record for convictions of offenses against children or other persons, adjudications of child abuse in a civil action, disciplinary board final decisions, and any subsequent criminal charges associated with the conduct that is the subject of the disciplinary boards' final decision. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application or termination of employment.

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.

Signature

Date