



Green Mountain School District No. 103
13105 NE Grinnell Road • Woodland, WA 98674 • (360) 225-7366 • FAX (360) 225-2217

OFFICE USE ONLY

CERTIFICATED EMPLOYMENT APPLICATION

Instructions

- Only complete applications received by the specified closing date will be referred to the screening committee. Mail or deliver completed applications to the district office at the address above. Faxed applications will not be accepted.
- The following items must be received for a certificated application to be considered complete:
 - Completed and signed certificated application. "See resume" is not acceptable.
 - Letter of interest referring to a specific position or type of position.
 - Current resume.
 - A hand-written statement of what you will contribute to Green Mountain School and what sets you apart from others.
 - Minimum three (3) letters of recommendation from references who are familiar with your professional work.
 - Copy of your current teaching and/or administrative credential.
 - Unofficial transcripts or photocopies. Official transcripts will be required at time of employment.
- Current and past employers will be contacted as part of the selection process.
- Applications are considered active for one year following the last date of activity, and may be reactivated at your request.

Application

Last Name	First	Middle	Previous or Other Names Used	
Address		City	State	Zip Code
Email Address				
Home/Cell Phone		Business/Message Phone		
Position(s) Applying For			Full Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>
			Substitute <input type="checkbox"/>	
Have you previously applied for employment with the Green Mountain School District? When? For what positions?				
How did you become aware of this position?				

Certifications / Licenses / Credentials

Please list professional licenses and any other relevant licenses, including teaching endorsements.

Type of License or Certification	Issuing State / Agency	Certificate / License Number
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The Green Mountain School District, 13105 NE Grinnell Road, Woodland, WA 98674, does not discriminate on the basis of race; creed; color; religion; sex; national origin; marital status; sexual orientation, including gender expression or identity; age; families with children; honorably discharged veteran or military status; the presence of any sensory, mental or physical disability; or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the district's Title IX/RCW 28A.640 officer Dave Holmes, Superintendent, dave.holmes@greenmountainschool.us, 360-225-7366, and Section 504/ADA coordinator, Jacqui Vansoest, Principal, jacqui.vansoest@greenmountainschool.us, 360-225-7366.

Education and Professional Training

Please list education in reverse chronological order. Include all institutions attended. Attach unofficial transcripts or copies.

University or College	City/State	Degree Conferred/Honors
University or College	City/State	Degree Conferred/Honors
University or College	City/State	Degree Conferred/Honors
University or College	City/State	Degree Conferred/Honors
High School or GED	City/State	Honors, etc.

Employment History

Answer all questions for each employer listed. Beginning with your current or most recent job, list all paid or unpaid work experiences (include internships and student teaching) for the past ten years including military experience. Explain any gaps in your work experience that exceed six months in the comments section. If more space is needed, attach additional sheets.

Employer Name	Phone Number(s)	
Address	City/State	Zip Code
Position or Title	Dates Employed	Supervisor Name
Reason for Leaving		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.		

Employer Name	Phone Number(s)	
Address	City/State	Zip Code
Position or Title	Dates Employed	Supervisor Name
Reason for Leaving		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.		

Employer Name	Phone Number(s)	
Address	City/State	Zip Code
Position or Title	Dates Employed	Supervisor Name
Reason for Leaving		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.		

Employment History

Employer Name		Phone Number(s)
Address		City/State Zip Code
Position or Title	Dates Employed	Supervisor Name
Reason for Leaving		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, please explain.

Employer Name		Phone Number(s)
Address		City/State Zip Code
Position or Title	Dates Employed	Supervisor Name
Reason for Leaving		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, please explain.

Comments and explanations. Please list any training or skills which are applicable to the position applied for.

Professional References

Reference Name	Phone Number(s)
Company/Occupation	City/State
Length of Time Known	Working Relationship

Reference Name	Phone Number(s)
Company/Occupation	City/State
Length of Time Known	Working Relationship

Reference Name	Phone Number(s)
Company/Occupation	City/State
Length of Time Known	Working Relationship

Pre-Employment Background Questionnaire

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire, can be grounds for denial of employment or continued employment with the Green Mountain School District.

ALL REQUIRED DOCUMENTATION REQUESTED MUST ACCOMPANY THIS APPLICATION. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET OF PAPER.

Section I — Personal Information

Yes No

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1. Are you eligible for lawful employment in the United States?
Proof of citizenship or legal right to work and proof of identity will be required at time of hire.

☐ ☐

2. If you are applying for a position that requires driving, do you have a valid driver's license?
Driver's License Number: _____ State: _____

☐ ☐

3. Please list all former names (a) you have used when working for another employer or (b) by which you are known to references. (Attach additional sheets if needed).

Comments: _____

Section II — Professional Fitness

Yes No

☐ ☐

1. Have you ever been dismissed, discharged (excluding layoff), or fired from any employment?

☐ ☐

2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation?

☐ ☐

3. Have you ever been disciplined by a past or present employer for misconduct?

☐ ☐

4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part?

Comments: _____

Section III — Fitness

Yes No

☐ ☐

1. Are you able to perform the essential functions of the position(s) for which you are applying with or without reasonable accommodations?

☐ ☐

2. Do you currently use illegal drugs?

☐ ☐

3. Have you used illegal drugs in the last year? If your answer is "yes," please explain on a separate sheet of paper.

Comments: _____

Section IV — Criminal History

Yes No

☐ ☐

1. Have you ever been convicted of any crime? (Note: for purposes of this questions, “convicted” includes (1) all instances in which a plea of guilty or nolo contendere is the basis of a conviction and (2) all proceedings in which a sentence has been suspended or deferred.) You need not list traffic violations for which a fine or forfeiture of less than \$150 was imposed.

☐ ☐

2. a. Do you currently have any outstanding criminal charges or warrants pending against you in Washington?
b. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in any other state, province, territory, and/or country?

If you answered “yes” to questions 1 or 2 of Section IV, please provide the following:

- i. A detailed statement including what occurred, the natur of the offense, charge, or warrant;
- ii. The name and address of the arresting agency;
- iii. The date of the arrest;
- iv. The final disposition, if any;
- v. If a court was involved, the name and address of the court;
- vi. The complete arrest report and sentence and judgment; and
- vii. A complete driving abstract for five years if the arrest was driving related.

☐ ☐

3. Are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is “yes,” identify the agency and location (address, city, and state).

A “yes” answer to questions 1 through 3 above will not necessarily disqualify an applicant.

Declaration

My signature below authorizes the Green Mountain School District to conduct a background investigation and authorizes the release of information in connection with my application for employment. This investigation may include but is not limited to such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to such information, and without limitation, hereby release the Green Mountain School District and its employees, and the reference sources from any liability in connection with its release or use.

Furthermore, I certify under penalty of perjury under the laws of the State of Washington that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. If the information provided or answer(s) to any question on the application or the Pre-Employment Background Questionnaire change prior to my being hired, I understand that I must immediately notify Green Mountain School District. I understand that any material omission or false statement on this application or any supplement to it will be sufficient grounds for failure to employ me or for my discharge should I be hired by the district. I understand that I may be subject to Washington State Patrol and FBI finger-print background checks as a condition of employment.

Should I become employed by the Green Mountain School District and at some future time leave said employment, my signature further authorizes Green Mountain School District to release information regarding my performance to any potential future employer.

Applicant Signature

Date Signed

Place Signed (City and State)

Thank you for your interest in working for the Green Mountain School District!

Growing PAWSitively powerful future citizens and leaders.