



**Camas School District No. 117**  
1919 NE Ione Street  
Camas, WA 98607  
Phone (360) 833-5400  
FAX (360) 833-5401  
*An Equal Opportunity Employer*

**Dear Administrative Applicant:**

Thank you for your interest in the Camas School District. Attached are the required application materials. Please read them carefully. Once your application and other required documents have been received by the Human Resource office, your file will be reviewed. Applications will not be kept active after December 1 of each year, unless renewed at the request of the applicant.

Submit a letter to indicate your interest in being considered for a posted position. Your file will be screened to determine if you are eligible for an interview. You are encouraged to contact the District office (360) 833-5400 to inquire about the status of your application and/or any open positions for which you apply.

As a reminder, the following documents are required to complete your application:

1. **Camas School District Application Form.**
2. **Letter of Interest** which indicates by job number, the position(s) for which you wish consideration. The letter should state your qualifications as they relate to the open position(s). In addition, you should briefly state your mission as an educator and then indicate how you would contribute to the mission of Camas School District.
3. **Current Résumé.**
4. **Applicant Disclosure Statement (Insert B).** This form must be completed by all applicants.
5. **Confidential Professional Reference Forms (Insert C).** Three (3) blank forms are included. You should distribute these forms to persons of your choice; one must be a previous supervisor. Note that you must sign each form before distributing for completion. Please have your references return these forms directly to the district. Two (2) forms must be returned in order to complete your application.
6. **Copy of Washington State Administrative Credentials.** If you have not received your Washington certificate, submit a copy immediately upon receipt. If you have a credential from another state, please send a copy of that.

The following item  
is optional:

1. **Optional Confidential Data Form (Insert A)**

If you are selected for an interview, in addition to a panel question and answer session, you may be required to give a presentation and/or do an activity with students. You will be given more information if you are selected.

If an offer of employment is made, a background check of criminal history is required. This will include a fingerprint check by the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI). In addition, potential employees will complete a written disclosure of specified criminal history. Employment is contingent upon the results of background checks, documentation of proper certification and approval by the Camas School Board.

If you have further questions, please call our office at (360) 833-5400.

Sincerely,

Rita Pakenen  
Director of Human Resources



**ADMINISTRATIVE EXPERIENCE: Include administrative internships. List most recent experience first.**

INSTITUTION OR DISTRICT, CITY, STATE	POSITION / TITLE	DATES	TOTAL YEARS	REASON FOR LEAVING

**In the space below, please give a brief description of your current (or most recent) position. Include size of district, size of building, staff characteristics, student characteristics, and other relevant information.**

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**TEACHING EXPERIENCE: List most recent experience first.**

INSTITUTION OR DISTRICT, CITY, STATE	POSITION / TITLE	DATES	TOTAL YEARS	REASON FOR LEAVING

**EDUCATION AND PROFESSIONAL PREPARATION: List colleges/universities attended.**

INSTITUTION CITY, STATE	DATES OF ATTENDANCE	DEGREE EARNED	MAJOR

**PROFESSIONAL CERTIFICATES:**

AREA OF CERTIFICATE (i.e. Admin., Teaching, etc.)	TYPE OF CERTIFICATE (i.e. Initial, Continuing, etc.)	STATE	ENDORSEMENT(S)	ISSUE DATE	EXPIRATION DATE

For information about Washington State certification, contact the Office of Superintendent of Public Instruction, Old Capitol Building, P.O. Box 47200, Olympia, WA 98504-7200 or visit the website at [www.k12.wa.us](http://www.k12.wa.us) .

**PROFESSIONAL AND COMMUNITY ACTIVITIES: List key professional and/or community activities that contribute to your effectiveness as an administrator.**

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**EMPLOYMENT HISTORY**

- Are you presently under contract?  No  Yes—*If yes, with whom?* \_\_\_\_\_
  - What is your present position (Title): \_\_\_\_\_ Are you a former employee of our District?  No  Yes
  - If so, list dates and positions: \_\_\_\_\_
  - Have you ever been dismissed, discharges, or non-renewed, or have you separated employment in order to avoid discipline or discharge?  No  Yes (Provide an explanation.) \_\_\_\_\_
- 
- Are you presently involved in an employment situation where non-renewal, discharge, or discipline is being discussed?  No  Yes

**REMINDER**

- Please use the following checklist as your guide to fulfilling the requirements for a **complete application file**.

**☐CHECKLIST**

⚡ <i>Mandatory</i>	⚡ <i>Optional</i>
1. Complete Camas School District Application Form.	Optional Confidential Data Form <b>(Insert A)</b> .
2. Letter of interest.	
3. Current Résumé.	
4. Disclosure Form <b>(Insert B)</b> .	
5. Confidential Professional Reference Forms completed by at least two (2) people— one must be from a recent supervisor <b>(Insert C)</b> .	
6. Response to Application Questions <b>(Insert D)</b> .	
7. Copies of College Transcripts or Diplomas with Degrees Earned.	
8. Copies of valid Washington State Teaching/and Administrative Certificate(s).	

⚡ Applications will remain in active status only through December 1st of each year, unless renewed at the request of the applicant.

**CERTIFICATION, AUTHORIZATION AND RELEASE**

I hereby certify that all the information I have provided in this application is true and correct. I authorize the Camas School District to make an investigation of my personal, educational, vocational, and/or employment history. I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Camas School District with information regarding me. I hereby release and discharge the Camas School District and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that if an offer of employment is made to me, I will provide verification of my certification, education, and experience. I understand and agree that falsification of any part of this application shall be sufficient cause for dismissal or refusal to hire. References and personal information, which become a part of this application will be regarded as confidential and shall not be revealed to me. I understand that any offer of employment that may be made to me is conditional and subject to the acceptable outcome of a criminal history background information check, and approval of the District's Board of Directors.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THE CAMAS SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Camas School District prohibits discrimination based on race, color, religion, creed, national origin, gender, marital status, age, pregnancy, or the presence of a disability, or any other basis prohibited by law. The District is an equal opportunity employer, supports the spirit, policies, and practices of affirmative action, and has implemented programs to address the diversity of our community. Inquiries regarding compliance and complaint procedures can be directed to:

Rita Pakenen (360) 833-5400

# Camas School District No. 117

## Applicant<sup>(1)</sup> Disclosure Statement

### Insert B

YOU MUST ANSWER ALL NINE (9) ITEMS ON THIS FORM.

(Reference RCW 28A.400, RCW 43.43)

1. Check any of the following for which you have been convicted, including any of these crimes as they may have been renamed: (The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts, or deferred or suspended sentence occurred.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Custodial Assault                                | <input type="checkbox"/> Selling or distributing Erotic Material to Minor(s) | <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 |
| <input type="checkbox"/> First, Second or Third Degree Manslaughter       | <input type="checkbox"/> Indecent Liberties                                  | <input type="checkbox"/> Aggravated Murder                                  |
| <input type="checkbox"/> First or Second Degree Child Molestation         | <input type="checkbox"/> First or Second Degree Custodial Interference       | <input type="checkbox"/> Criminal Abandonment                               |
| <input type="checkbox"/> First, Second or Third Degree Assault of a child | <input type="checkbox"/> Sexual Exploitation of Minor(s)                     | <input type="checkbox"/> Violation of Child Abuse Restraining Order         |
| <input type="checkbox"/> First or Second Degree Sexual Misconduct         | <input type="checkbox"/> Felony Indecent Exposure                            | <input type="checkbox"/> First or Second Degree Murder                      |
| <input type="checkbox"/> First, Second or Third Degree Rape               | <input type="checkbox"/> Incest  | <input type="checkbox"/> First or Second Degree Criminal Mistreatment       |
| <input type="checkbox"/> First, Second or Third Degree Assault            | <input type="checkbox"/> Communication with a Minor for Immoral Purposes     | <input type="checkbox"/> Child Buying or Selling                            |
| <input type="checkbox"/> Patronizing a Juvenile Prostitute                | <input type="checkbox"/> Vehicular Homicide                                  | <input type="checkbox"/> First or Second Degree Extortion                   |
| <input type="checkbox"/> First or Second Degree Robbery                   | <input type="checkbox"/> First, Second or Third Degree Rape of a Child       | <input type="checkbox"/> Promoting Pornography                              |
| <input type="checkbox"/> Simple Assault                                   | <input type="checkbox"/> First Degree Arson                                  | <input type="checkbox"/> First or Second Degree Kidnapping                  |
|   | <input type="checkbox"/> Unlawful Imprisonment                               | <input type="checkbox"/> First Degree Promoting Prostitution                |
|   | <input type="checkbox"/> Child Abandonment                                   | <input type="checkbox"/> Prostitution                                       |
|   | <input type="checkbox"/> First Degree Burglary                               |   |
|   | <input type="checkbox"/> Malicious Harassment                                |   |

Check here if you have not been convicted of any of the above, including any of these crimes as they may have been renamed.

2. Have you been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult as defined in Chapter 43.43.830(6) RCW as amended and listed as follows:

- First, second or third degree extortion;
- Forgery or any of these crimes as they may be renamed in the future
- First, second or third degree theft
- First or second degree robbery

Answer:  No  Yes If Yes, please explain. \_\_\_\_\_

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

Answer:  No  Yes If Yes, please explain. \_\_\_\_\_

<sup>1</sup> All volunteers and prospective employees, who will or may have unsupervised access to children under 16 years of age, developmentally disabled persons, and/or vulnerable adults, and all prospective employees are "applicants."

# Camas School District No. 117

## Applicant<sup>(1)</sup> Disclosure Statement

### Insert B

4. 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 abuse any minor?  
Answer:  No  Yes If Yes, please explain. \_\_\_\_\_
5. 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:  No  Yes If Yes, please explain. \_\_\_\_\_
6. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.  
Answer:  No  Yes If Yes, please explain. \_\_\_\_\_
7. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?  
Answer:  No  Yes If Yes, please explain. \_\_\_\_\_
8. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 7 above? Answer:  No  Yes
9. Have you ever been convicted of any crime not otherwise listed?  
Answer:  No  Yes

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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Applicant Signature

Date and Place

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**TO BE COMPLETED AFTER CONDITIONAL EMPLOYMENT IS OFFERED.**

I certify under penalty of perjury that as of this date \_\_\_\_\_, a date on or after which I have been offered conditional employment with Camas School District No. 117, the foregoing remains true and correct.

*Your signature must be witnessed.*

Prospective Employee Print Name

Prospective Employee Signature

Witness Print Name

Witness Signature

# Camas School District No. 117

## Confidential Professional Reference Form

### Insert C

APPLICANT: I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide Camas School District with information they have regarding me. I hereby release and discharge those who provide information and Camas School District from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.

\_\_\_\_\_  
(Applicant name printed)

\_\_\_\_\_  
(Applicant signature required)

\_\_\_\_\_  
(Date)

The person named above has applied for a certificated position with the Camas School District. We ask that you carefully evaluate the applicant in terms of your knowledge of the applicant as an employee or through other professional contacts.

NOTE: Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience.	Upper 10%	Upper 25% but not Upper 10%	Upper 50% but not Upper 25%	Lower 50% but not Lowest 10%	Lowest 10%	No basis for judgment
<b>1. Leadership</b> – Demonstrates positive significant influence on the performance of other employees. Makes quality decisions. Provides an atmosphere of high ethics and strong values. Creates and successfully implements shared visions through involvement.						
<b>2. Administration/Management</b> – Makes decisions objectively and wisely, using good data and good sense. Effective communicator, reflecting openness, honesty and respect. Skillful listener. Manages conflict successfully. Has strong follow-through and manages projects well.						
<b>3. Finance</b> – Solid understanding of school finance as it relates to specific operations and district budgets. Is accurate and detailed in financial and administrative matters. Establishes and maintains effective control mechanisms. Follows appropriate procedures.						
<b>4. Interest in Students, Staff and the Community</b> – Demonstrates ability to establish and maintain strong relationships. Understands and is sensitive to diversity issues. Creates strong communications with all constituents. Maintains orderly and safe environment. Is visible and successfully interactive with all constituents. Promotes positive and successful environments.						
<b>5. Scholarship and Conceptual Skills</b> – Mastery of substantive and methodological aspects of teaching or related services. Demonstrates ability to learn and apply new ideas and new skills.						
<b>6. Professional Preparation and Scholarship</b> – Formulates and achieves appropriate personal goals for professional improvement. Receptive to change and demonstrates continued development. Solicits feedback. Presents his/herself in a professional manner at all times.						

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

Name of Evaluator: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Evaluator's Title: \_\_\_\_\_ Company or Organization: \_\_\_\_\_

Observation from \_\_\_\_\_ to \_\_\_\_\_. Applicant's position during this evaluation period: \_\_\_\_\_

Have you observed this applicant:  Very few times?  Equal to one year?  Several years?

\_\_\_\_\_  
Evaluator signature **required**

\_\_\_\_\_  
Date

Thank you for assisting us in evaluating this applicant. Please return completed form to: Camas School District, Human Resource Department, 1919 N.E. Ione Street, Camas, WA 98607 or **FAX (360) 833-5401**.

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Evaluator's Title: \_\_\_\_\_ Company or Organization: \_\_\_\_\_

Observation from \_\_\_\_\_ to \_\_\_\_\_. Applicant's position during this evaluation period: \_\_\_\_\_

Have you observed this applicant:  Very few times?  Equal to one year?  Several years?

\_\_\_\_\_  
Evaluator signature required

\_\_\_\_\_  
Date

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\_\_\_\_\_  
*(Applicant name printed)*

\_\_\_\_\_  
*(Applicant signature required)*

\_\_\_\_\_  
*(Date)*

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Name of Evaluator: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Evaluator's Title: \_\_\_\_\_ Company or Organization: \_\_\_\_\_

Observation from \_\_\_\_\_ to \_\_\_\_\_ Applicant's position during this evaluation period: \_\_\_\_\_

Have you observed this applicant:  Very few times?  Equal to one year?  Several years?

\_\_\_\_\_  
Evaluator signature required

\_\_\_\_\_  
Date

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