



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

Dear Certificated Applicant:

Thank you for your interest in the Camas School District. Enclosed are the required application materials. Please read them carefully. Once your application and other required documents have been received by Human Resources, 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 at (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 E).** 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. Two (2) forms must be returned in order to complete your application.
6. **Copies of College Transcripts.** *If an offer of employment is made, official transcripts need to be ordered and mailed directly to the personnel office. Hand-carried (even if they are sealed) transcripts will not be accepted for employment.*
7. **Copy of Washington State Administrative Credentials.** If you have not received your certificate, submit a copy immediately upon receipt.

**The following items
are optional:**

1. **Optional Confidential Data Form (Insert A)**
2. **Student Activities/Athletics Form (Insert D)**
3. **AESOP Substitute Teacher Survey Form**
(Complete this form ONLY if applying to substitute)

If selected for an interview, you may be required to teach a 10-15 minute lesson. Applicants are provided guidelines for presenting a mock lesson with the invitation to interview. On the day of the interview, you will also complete a writing assignment.

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



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As a service to our applicants, we have provided a list of the most commonly asked questions and our responses.

Q: May I apply for more than one position?

A: Certainly, you may apply for any open position for which you feel qualified and/or in which you are interested.

Q: When is my application considered complete?

A: The application is complete only after all seven (7) items listed on the cover letter of the application materials have been received in the personnel office.

Q: Will the personnel office accept hand carried transcripts?

A: Transcript copies are accepted when you submit your application. If you are offered a position, official transcripts must be sent directly from your college or university to the personnel office.

Q: When must my teaching certificate be submitted to the personnel office?

A: You cannot teach in a public school classroom, or be paid a salary, without a valid teaching certificate on file in the personnel office. You should submit your teaching certificate along with your application materials. If you are waiting to receive it from the state office, you should bring it to the personnel office as soon as it arrives. Please note that an offer of employment will be contingent upon your holding a valid Washington State Certificate. You may apply through the ESD 112 office at (360)750-7500. You may also apply directly through the state certification office at:

Office of State Superintendent of Public Instruction
Old Capital Building
PO Box 47200
Olympia, WA 98504-6773
OSPI web site: cert@ospi.wednet.edu

Q: How can I find out about open positions?

A: We post positions on our website (www.camas.wednet.edu) and at the district office.

Q: How long is my application kept on file?

A: We keep your application active through December 1st annually. It is your responsibility to contact the Personnel Office annually to request that your file remain in active status, if so desired.

Q: If I apply for a position and another similar position occurs after I apply, will I automatically be considered for that second position?

A: No. You will need to let us know that you are interested in each open position by submitting a letter of interest. The letter should be written as described in the cover letter supplied in your application materials.

Q: Do I need to come in every time I want to apply for a position?

A: No. You will simply need to mail or fax a letter of interest to the Human Resource Office. This letter will be added to your completed application already on file.

Q: How can I tell when the position closes?

A: The closing date is listed on the job posting.

Q: When do you post your open positions?

A: We post newly open positions as they occur.

Q: What kind of qualifications do I need to work in the Camas School District?

A: Each position posting has a list of preferred and/or required qualifications needed to be eligible for that specific position.

Q: How will I be notified regarding an interview?

A: You will be notified by telephone after the closing date if you have been selected for an interview. If you do not hear from us, you may call us at (360) 817-4400 to inquire about the status of the position for which you applied.

Q: Do I need to be citizen of the United States?

A: In accordance with the Department of Homeland Security, we will hire only United States Citizens and aliens lawfully authorized to work in the United States. All new employees are required to complete an Employment Eligibility Verification Form (I-9), issued by the Department of Homeland Security, which requires documentation to establish this eligibility.



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 1919 NE Lone Street, Camas, WA 98607
 Tel: (360) 833-5400 ● Fax (360) 817-4401
 Internet: www.camas.wednet.edu
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Certificated Application for Employment

Name:

Last First Middle

Present Address:

City: State: Zip:

Permanent Address:

City: State: Zip:

Current Home Phone: Business/Message Phone:

Other name(s) under which references or other employers know you: _____

PREFERENCES

- If you are appropriately certificated and are interested in being considered for one or more of the areas listed below, indicate your preference, 1 (one) being your first choice:

Preschool Elementary Middle Secondary Special Education Specialist

ELEMENTARY - *Prioritize the grade level(s)/subject(s) you are prepared to teach, 1 (one) being your first choice:*

Kdgtn 1 2 3 4 5 6 Elem. PE Elem. Read Elem. Vocal Music Elem. Instrumental Music

SECONDARY-*Prioritize grade levels, 1 (one) being your first choice:* Middle School (6-8) High School (9-12)

Prioritize subjects you are endorsed to teach, 1 (one) being your first choice. List only your top five (5) priorities.

Priority	Priority	Priority
ART	MATHEMATICS	PHYSICAL EDUCATION
COMPUTER SCIENCE	Algebra	TRAFFIC SAFETY
FOREIGN LANGUAGE	Calculus	VOCATIONAL
French	General Math	Agriculture
German	Geometry	Athletic Medicine
Japanese	Trigonometry	Business Education
Spanish	MUSIC	CADD
American Sign	Vocal	Diversified Occupations
Other:	Instrumental	Family/Consumer
LANGUAGE ARTS	SCIENCE	Graphic Arts
Annual	Life Science	Hospitality/Marketing
Debate	Earth Science	Industrial Arts
Drama	Biology	Photography
English/Composition	Chemistry	OTHER (Specify)
English as a 2nd Lang.	Physics	
Journalism	SOCIAL STUDIES	
Reading	Economics	
HEALTH	History	
	Geography	
	Psychology	
	Sociology	

SPECIAL EDUCATION

- Indicate top three (3) grade level preferences, 1 (one) being your first choice:
 Preschool **K-5** **6-8** **9-12**
- Check “√” the following areas of competence:
 Early Childhood **Behaviorally Disabled** **Health Impaired** **Life Skills**
- Other specialized training: _____
- List the number of Special Education college credits earned and documented on transcripts:
 _____ Qtr. Credits _____ Sem. Credits (WAC 392-172)

SPECIALIST

- Check “√” the area for which you are making application and **HOLD** an ESA certificate:
 Counselor **Librarian** **Occupational Therapist** **Physical Therapist**
 Nurse **Psychologist** **Speech Language Pathologist** **Social Worker**

STUDENT ACTIVITIES

- Complete Insert D, Student Activities/Athletics.

SPECIAL TRAINING

- List additional training or unique qualifications below, and provide details in your application cover letter.
 (Examples: behavior management, bilingual, alternative education, etc.)

- Identify foreign language(s) you can read and speak fluently _____
- List any other special training you feel is pertinent to the position for which you are applying:

EDUCATIONAL TRAINING *Must be provided in addition to resume.* Degrees completed: BA MA Ph.D.

Name of Institution City and State	Dates Attended Mo/Yr-to-Mo/Yr	Years Completed	Degree Earned & Date Earned	Major	Minor
College ----- City&St.					
College ----- City&St.					
College ----- City&St.					

Undergraduate GPA _____ Post Graduate GPA _____

CERTIFICATION/LICENSE

- All candidates must list their certificates. Nurses, occupational and physical therapists must also list their license data.

State	Type	Endorsements	Certificate Number	Date Issued	Expiration Date

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, discharged, 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 a situation where non-renewal, discharge or discipline is being discussed? No Yes

CERTIFICATED EXPERIENCE (including substitute employment)

- List most recent experience first. Include student teaching/practicum only if you are a beginning teacher.

Dates From/To	District	Location-City/State	No. of Years	Full Time	Part Time	Subjects Taught or Positions Held	Reason for Leaving

OTHER EXPERIENCE

- List other work experience (including military):

Dates	Name of Employer	Location-City/State	No. of Years	Full Time	Part Time	Type of Work	Reason for Leaving

HONORS, AWARDS, ACCOMPLISHMENTS (scholarships, special recognition):

REFERENCES

- List references including principals, supervising teachers, and college supervisors under whom you have taught or persons who have observed your performance in a work setting.

▷ Name	▷ Address City/Street/Zip	▷ Official Position	▷ Telephone (inc. area code)	▷ May we contact ?
1.				Yes / No
2.				Yes / No
3.				Yes / No
4.				Yes / No

REMINDER

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

✓CHECKLIST

▷ Mandatory		▷ Optional	
1.	Complete Camas School District Application Form		Optional Confidential Data Form (Insert A)
2.	General Cover Letter		Student Activities/Athletics (Insert D)
3.	Current Resumé		AESOP Substitute Teacher Survey Form
4.	Disclosure Form (Insert B)		
5.	Confidential Professional Reference Forms completed by at least two (2) people— one must be from a recent supervisor (Insert E)		
6.	Unofficial Copies of College Transcripts		
7.	Copies of valid Washington State Teaching 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.

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

Applicant Signature: _____

Camas School District No. 117

Optional Confidential Data Form

Insert A

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 that supports the spirit, policies and practices of affirmative action. Your response to the following questions will assist the district in accurately reporting employment practices to state and federal agencies.

Last Name: _____ First Name: _____

Sex: Female Male

Disabled: No Yes -- If yes, and you need assistance during the application process, please contact our Personnel Office.

I consider myself a member of the following ethnic group:

- Asian Black/African American Hispanic/Latino
 White/Caucasian Native Hawaiian/Pacific Islander More than one race
 American Indian/Alaskan Native*

DISABLED AND VIETNAM-ERA AFFIRMATIVE ACTION PROGRAM

This supplemental information is confidential and for record keeping only. Your responses will be kept separate from other documents relating to your application. This document will not be used by the individuals who process your application.

A. Veteran: I am a Veteran of the United States Armed Services. Yes No

B. Vietnam-Era Veteran: The term "Vietnam-Era Veteran" means a person who, 1) served on active duty for a period of more than 180 days, any part of which occurred from August 5, 1964, through May 7, 1975, and was discharged or released from active duty for reasons other than a dishonorable discharge, or 2) was discharged or released from active duty for a service-connected disability incurred during the Vietnam Era.

I meet the definition provided for "Vietnam-era Veteran" Yes No

C. Disabled Veteran: The term "Disabled Veteran" means a person entitled to disability compensation under laws administered by the Veteran's Administration for a 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.

I meet the definition provided for "Disabled Veteran" Yes No

How did you learn about our school district and/or this position?

- Walk In Advertisement Newspaper
 Placement Center Recruitment/Job Fair Referred by Friend
 Other (Specify) _____

Camas School District No. 117

Applicant⁽¹⁾ Disclosure Statement

Insert B

YOU MUST ANSWER ALL SIX (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. _____

¹ 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⁽¹⁾ 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

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 E

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
1. Flexibility – Willingness to learn new concepts or ways of providing instruction. Cooperative with youth and adults. Fair and consistent approach to teaching or related services. Meets individual student needs.						
2. Commitment to Accomplishment – Exertion of effort to attain goals. A desire for producing results. Organization of ideas, time, materials, and space so accomplishment occurs.						
3. Enthusiasm – Displays overall optimism and zeal for what one is doing. Willingness to be involved. Enthusiasm develops positive interpersonal relationships with others.						
4. Clarity of Expression – Understands and correctly interprets concepts presented or discussed. Presents and discusses concepts precisely; answers questions clearly.						
5. Scholarship and Conceptual Skills – Mastery of substantive and methodological aspects of teaching or related services. Demonstrates ability to learn and apply new ideas and new skills.						
6. Relation to Students – Ability and willingness to develop professional relationships with students. Exhibits listening skills, patience, and caring for students. Shows empathy for students; is interested in their learning and welfare; is responsive to student needs; is accepting of students and has a high regard for them as they are.						
7. Professional Orientation – Has knowledge of current approaches to teaching or related services; breadth of background and willingness to use this background for the benefit of school; exhibits a high interest in students; holds high expectations for self and students.						
8. Multicultural – Accepts cultural and ethnic differences in students and adults.						
9. Professional Relationships – Willingness to work with others (staff & community) in a team situation. Demonstrates high interest in working out problems for the satisfaction of all involved.						
10. Modeling Appropriate Behavior – Professional appearance, poise, appropriate role model for the educational environment.						

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?

Date _____ Signature _____

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

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Name of Evaluator _____ Telephone () _____

Evaluator's Title _____ Company or Organization _____

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

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Date _____ Signature _____

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