

Application for Employment Classified

Pe Ell School District Office:
P.O. Box 368 – 519 N. 2nd Street, Pe Ell WA 98572
Telephone: (360) 291-3244
Fax: (360) 291-3823
Internet: www.peell.k12.wa.us
Pe Ell School District is an equal opportunity employer

Name _____
Last First Middle

Present Address _____ Phone _____

City State Zip

Business or Message phone _____

Other name(s) under which records may be listed _____

Social Security Number _____

Prioritize Position(s) for which you are applying:

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Grounds Maintenance | <input type="checkbox"/> Supervisory Assistant |
| <input type="checkbox"/> Paraeducator | <input type="checkbox"/> Secretarial/Clerical | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Other _____ | |

Check box if you are interested in a substitute or temporary position.

Present Position or Employment Status _____
Employer

Position

Occasionally a job application form makes it difficult for you to communicate as much information about yourself as you might like. To assist you in meeting this need, please respond to the following question:

Why are you making this application?

Are you eligible to work in the United States? Yes No

Education

	Elementary	High School	Vocational Training/School	Undergraduate College/University	Graduate Professional
School Name/Location					
Years completed (circle last year)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree and year of graduation					
Years attended					
Describe course of study					
Extracurricular activities					
Describe any specialized training, apprenticeship, and/or skills					
Describe any honors you have received					
State any additional information you feel may be helpful to us in considering your application					

Activities

List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal race, creed, color, national origin, sex, age, or disabilities.)

References

Give name, address, and telephone number of three references who are not related to you and are not previous employers. References listed should have knowledge about your job skills, talents, and abilities.

Special Skills and Qualifications

Do you hold a current first aid card? Yes No
If not, have you had first aid training? Yes No If yes, when? _____

Do you have a valid Washington State driver's license: Yes No

What endorsements (other than passenger vehicle) do you have on your driver's license?

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer		Dates Employed		Work Performed If Full-time, mark with *
		From	To	
Address		Number of Years		
Telephone Number (s)		Hourly Rate/Salary		
Job Title		Supervisor	Starting	Final
Reason for Leaving		Number of employees in the organization?		
Employer		Dates Employed		Work Performed If full-time, mark with*
		From	To	
Address		Number of years		
Telephone Number (s)		Hourly Rate/Salary		
Job Title		Supervisor	Starting	Final
Reason for Leaving		Number of employees in the organization?		
Employer		Dates Employed		Work Performed If full time, mark with *
		From	To	
Address		Number of Years		
Telephone Number(s)		Hourly Rate/Salary		
Job Title		Supervisor	Starting	Final
Reason for Leaving		Number of employees in the organization?		

If you need additional space, please continue on a separate sheet of paper.

Name, relationship, and position of relatives (s) now working for the Pe Ell School District:

Are you a former school district employee?

Yes No If yes, give dates, position(s) and name of school district. _____

Reminder

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

- _____ Completed application form.
- _____ Letter of application for the specific position for which you are initially applying.
- _____ Current resume.
- _____ Character reference letters from at least three people – one from a previous supervisor.
- _____ Completed Background Disclosure Form.

I hereby certify that all the information I have provided in this application is true and correct. I give my permission for the Pe Ell School District to contact any reference or prior employers given in conjunction with this application. I recognize that falsification of any part of this application shall be sufficient cause for dismissal. References and personal information, which become a part of this application, will be regarded as confidential and shall not be revealed to me.

Signature of applicant

Date

Applications will remain on file for two years. To activate your file for a current job posting, you must submit a request in writing to the District Office. You can learn about current openings by calling the District at (360) 291-3244 or by going on line at www.peell.k12.wa.us.

Pe Ell School District #301 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. For questions or complaints, please contact Pe Ell School District's Equity and Civil Rights Office at P. O. Box 368, Pe Ell, WA 98572 or at (360)291-3244, Compliance Officer, Kyle MacDonald, kmacdonald@peell.k12.wa.us; Title IX Officer, Stasha Magruder, smagruder@peell.k12.wa.us; and 504 Coordinator, Kyle MacDonald, kmacdonald@peell.k12.wa.us.