

Anacortes School District #103

2200 "M" Avenue, Anacortes, Washington 98221
www.asd103.org

Applications: (360) 293-1200
Personnel Department: (360) 293-1203
Jobs are posted on the web: www.asd103.org

Dear **Principal** Applicant:

Thank you for your interest in applying for a position in our school district. The following information will be helpful to you in the application process.

APPLICATIONS MATERIALS: Applications may be downloaded or picked up at the district office. If you would like an application mailed to you, please call (360) 293-1200. All applicants must submit the following items in order to be considered in the selection process:

- **District Principal Application**
- **Letter of Interest** (cover letter stating each specific position and posting number for which you are applying)
- **Résumé** (please include references and telephone numbers)
- **A copy of current Washington State Teaching Certificate(s) or evidence that certification is forthcoming**
- **Disclosure Form**
- **Confidential Administrative Reference Form** (A minimum of three to be sent directly from each person completing a form to Anacortes School District)
- **Candidate's college placement file** (sent directly from the university or a minimum of three letters of recommendation)
- **Unofficial copies of all transcripts or photocopies** (official copies are required upon employment)

INTERVIEWS are anticipated to begin June 21, 2007. Closing date for all interested applicants is June 15, 2007. Screening to begin June 18, 2007. Incomplete files will not be screened; it is the responsibility of the candidate to assure their file is complete.

PLEASE NOTE:

Anacortes School District Policy 5005 requires that employees shall be subject to a records check through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check shall include a fingerprint check with the cost, currently \$55.00, borne by the employee. Anacortes School District will provide this service.

ASD policy requires all employees born January 1, 1957 or after to complete an immunization history. If selected for a position, please be prepared to provide this information immediately.

By state law, ALL employees are required to have HIV/Bloodborne Pathogen and Hazardous Materials training. If you have had this in another district, please provide proof from that district. The district will provide training to new employees.

Employees working with medically fragile students, or employees who may come into contact with bodily fluids, are required to have **Hepatitis B** training within ten days of employment. The district will provide this training.

Your completed application will be kept on file for one year. If during this time you wish to apply for other posted positions, submit a letter of interest and a current résumé. State in your letter that your application is currently on file and that you are applying for a specific position. Please note any change in address, phone, name, etc.

IF YOU ARE SELECTED FOR A POSITION in the Anacortes School District, you will be expected to meet the following requirements as conditions of your employment:

- **Original Teaching and Principal Certificate(s)** to be copied by Personnel
- **Official, Sealed Transcripts** on file in the Personnel Department prior to issuance of first paycheck
- **Verified Years of Certificated Experience**, including substitute time, in other districts which will determine placement on the state salary schedule. (ASD Personnel Department will provide forms)
- **Successful WSP and FBI background clearance check**
- **Washington State Sexual Misconduct Disclosure Release Form**
- **I-9 Employment Eligibility (citizen or legal alien status)**
- **W-4 form**
- **WA State Department of Retirement Status form**
- **Immunization History** (for persons born January 1, 1957 or after) – Completion of District form to be placed on file with personnel office
- **HIV/Bloodborne Pathogen and Hazardous Materials training** (verification of prior training or the district will provide)
- **Hepatitis B training** (if required)
- **Social Security Card and Driver's License** (for identification upon hiring) to be copied by Personnel Office

We hope you find this information helpful as you seek employment with the Anacortes School District.

Please send your application and other materials to:

Personnel Department
c/o Bonnie Haley
Anacortes School District #103
2200 M Avenue
Anacortes WA 98221

Sincerely,

Dale Bowen
Director of Personnel/Operations

Anacortes School District #103

2200 M Avenue ♦ Anacortes, WA 98221
(360) 293-1200 ♦ FAX (360) 293-1222

APPLICATION FOR EMPLOYMENT

PRINCIPAL

PRINT LEGIBLY IN INK, GIVING INFORMATION AS REQUESTED

I. PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Date of Application
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Other names used/maiden name, if applicable

Present Address	City	State	Zip	Telephone
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Permanent Address	City	State	Zip	Telephone
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Present Position (title, duties)

II. ADMINISTRATIVE PREFERENCE/CERTIFICATION

List specific position, i.e., Principal (list level), Business Manager, or Curriculum Director, etc.

III. SPECIAL TRAINING

Identify any areas listed below in which you have expertise.

IV. EDUCATION

List all college attended, beginning with the most recent. **If hired, official transcripts of all college work must be furnished.**

Name of Institution City, State	Dates Attended	Degree or Diploma And Date Received	Major and Minor	GPA	Quarter Hours After B.A.

V. CERTIFICATED EXPERIENCE

List most recent experience first. Applicants with more than one position in the same school system should list each position. Use a separate sheet of paper if necessary

District/School Address/Phone	Subjects Taught or Positions Held	Dates M/Y TO M/Y	Total Years/Mos.	Reason for Leaving

VI. PRACTICE TEACHING OR INTERNSHIPS

Applicants who have not held a contracted position or who have had only one position must list coordinating public school supervising teacher or administrator (for internship).

District Address/Phone	School	Grades/ Subjects	Dates M/Y	Supervising Teacher

VII. OTHER RELATED DATA

Professional or civic organizations in which you maintain membership: _____

Honors received: _____

Travel (dates and places) _____

Hobbies: _____

VIII. OTHER EXPERIENCE

List work experience other than teaching since high school. **Include any military experience.**

Employer Address/Phone	Your Position/ Job Assignment	Name of Supervisor	Dates M/Y to M/Y	Reason(s) For Leaving

IX. REFERENCES

List three unrelated individuals who can provide professional and/or character references

Name	Address	Telephone	Official Position
		()	
		()	
		()	

XIII. APPLICANT’S STATEMENT

I hereby certify that all the information given is true to the best of my knowledge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further understand that, if employed, I will provide verification of my certification, education, and experience, and agree to accept assignments to subjects and activities as made by the superintendent and school board and to abide by all rules and regulations of the district.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, and I agree that the references and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me.

Within the last seven years have you ever pled guilty, been convicted, fined, imprisoned, or placed on probation for violation of any law, police regulation, ordinance, excluding minor traffic violations? A conviction record will not necessarily bar you from employment.

Yes _____ No _____

If yes, please explain. _____

Within the last ten years have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position?

Yes _____ No _____

If yes, please explain. _____

Signature of Applicant

Date*

* Applications will be kept on file for a period of one year from this date.

“Anacortes School District is An Equal Opportunity Employer”

Anacortes School District #103 complies with all state and federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. This holds true for all district employment and opportunities as well as all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/RCW 28A.640 Officer and/or Section 504 Coordinator.

Title IX/RCW 28A.640 Officer: Cindy Simonsen
Section 504 Coordinator: Maggie Thompson
2200 M Avenue ♦ Anacortes, WA 98221
(360) 293-1200

Anacortes School District is an Equal Opportunity Employer

Anacortes School District is committed to an affirmative action program that provides for the recruitment of women, people of color, people with disabilities, people 40 or over, and veterans. In order to implement this program, the Anacortes School District requests that you provide the following information. You are not required to do so, but if you choose not to furnish this information, the employer is required to note race, national origin, and gender under federal law on the basis of a visual observation or surname. A decision not to provide this information will not result in any adverse treatment of your application for employment. This information will be kept confidential.

Name: _____

Date: _____

GENDER:

Female

Male

ETHNIC GROUP:

African American (not of Hispanic origin)

American or Alaskan Indian (Tribal Affiliation _____)

Asian/Pacific Islander

Caucasian (not of Hispanic origin)

Hispanic

Other (specify _____)

DISABLED STATUS:

Do you have a physical, sensory, or mental condition that would affect your working conditions?

_____ Yes _____ No

AGE GROUP:

Are you in the protected age group (age 40 or over) _____ Yes _____ No

VETERAN STATUS:

Veteran _____ Yes _____ No

Disabled Veteran _____ Yes _____ No

Please complete the following questions and sign the affidavit. Any falsification or deliberate misrepresentation in the completion of this form including omission of a material fact can be grounds for denial of employment with the Anacortes School District.

All required documentation requested below must accompany the form. All questions must be answered. If additional space is required, attach a separate sheet of paper.

Section I – Personal Information (please print or type)

Full Name _____
(Last) (First) (Middle)

Mailing Address _____
(Street) (City) (State) (Zip Code)

Home Telephone Number (_____) _____

Please list all former names you have used and the approximate dates of use. (If more than three, list on a separate sheet of paper).

_____ Date _____
Date _____
Date _____

Section II – Professional Fitness

If you answer “yes” to questions 1, 2, 3, and/or 4, give a complete explanation, including duties, circumstances, and supporting documentation on a separate sheet of paper.

- | Yes | No | |
|-----|-----|--|
| ___ | ___ | 1. Have you ever been dismissed, discharged 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 because of allegations of 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 or have you ever been found guilty of misconduct or harassment by an employer? |
| ___ | ___ | 5. Has your professional license ever been revoked? |
| ___ | ___ | 6. Have you ever had sanctions placed on your teaching certificate for any reason? |
| ___ | ___ | 7. Have you ever been denied a teaching certificate anywhere? |
| ___ | ___ | 8. Is disciplinary action currently pending anywhere against your certificate? |

Section III - Fitness

If you answer “yes” to questions 4 and or 5, attach copies of any court orders entered in the proceeding.

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | 1. Are you able to perform the essential function of a certificated/classified position with or without reasonable accommodation? |
| ___ | ___ | 2. Do you currently use illegal drugs? |
| ___ | ___ | 3. Have you used illegal drugs in the last year? If your answer is “yes”, explain on a separate sheet of paper. |
| ___ | ___ | 4. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor? |
| ___ | ___ | 5. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any person? |

Section I V – Criminal History

If you answer “yes” to questions 1 and/or 2, please provide the following:

a) a detailed statement included what occurred, the nature of the offense, charge or warrant; b) the name and address of the arresting agency; c) the date of the arrest; d) the final disposition, if any; e) if a court was involved, the name and address of the court; f) the complete arrest report and judgement, and g) a complete driving abstract for five years if the arrest was driving related.

Yes No

- ____ ____ 1. Have you ever been arrested for any crime or violation of the law? (Note: If your case was dismissed or your record sealed, you must answer this question in the affirmative). 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 of arrest 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?
- ____ ____ 3. Are you presently under investigation in any jurisdiction for possible criminal charges? **If your answer is “yes”, identify the agency and location (street address, city, state and phone number).**

A “yes” answer to questions 1, 2, and/or 3 above will not necessarily bar you from employment.

Declaration

I certify (or declare) under the penalty of perjury under the laws of the State of Washington that the foregoing and all information included in this form are true and correct.

If the information provided or answer(s) to any question(s) on this Applicant Disclosure form change prior to my being hired, I understand that I must immediately notify the Anacortes School District.

I understand I must answer this form truthfully and completely. Any falsification or deliberate misrepresentation in the completion of this application including omission of a material fact can be grounds for denial of employment or continued employment.

Signature

Date

City and State

To Be Completed After Conditional Employment Is Offered:

I certify under penalty of perjury under the laws of the State of Washington that as of this date ____/____/____, a date on or after which I have been offered conditional employment with the Anacortes School District, the foregoing remains true and correct. I further certify that I have been released from all contractual obligations with other school districts in or out of Washington State. I understand that any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of my application or this questionnaire can be grounds for denial of employment or continued employment with the hiring district.

Your signature must be witnessed by an employee of Anacortes School District.

Print Name: _____

Sign Name: _____

Witness, Print Name/Title: _____

Witness, Sign Name: _____

Date and Place: _____

ADMINISTRATIVE REFERENCE FORM

Anacortes School District

_____ is an applicant for a _____
 Position in Anacortes School District. Please rate the applicant using the form below. We would appreciate receiving any and all information that you would deem appropriate if you were seeking input under similar circumstances. If this form is not suited to your needs, you may reply by letter. The candidate will not read this reference rating. Thank you.

Please send completed form to:
Anacortes School District, Attn: Personnel, 2200 M Ave, Anacortes, WA 98221

Evaluator Name: _____ Current Position: _____

When and under what circumstances have you know this applicant? _____

	Poor	Fair	Good	Strong	Superior	Insufficient Information To Rate
Problem Analysis						
Judgment						
Organizational Ability						
Decisiveness						
Leadership						
Sensitivity						
Stress Tolerance						
Oral Communication						
Range of Interest						
Personal Motivation						
Educational Values						
Intelligence and Scholastic Ability						
Initiative and Risk Taking						
Perseverance and Follow Through						
School Community Awareness						
Professional Attitude						
Curriculum/Program Development						
Student Discipline						
Fiscal Management						
Personal Presence						

Summary Comments: _____

 Evaluator's Signature:

 Work Phone

 Title or Position

 Home Phone

PROBLEM ANALYSIS: Can seek out relevant data and analyze complex information.

JUDGEMENT: Can reach logical conclusions, make high-quality decisions, and set priorities.

ORGANIZATIONAL ABILITY: Can plan, schedule, and control work and self and others.

DECISIVENESS: Sees when a decision is needed and takes appropriate action.

LEADERSHIP: Gets others involved in solving problems and guides them to accomplishments.

SENSITIVITY: Sees needs and concerns of others, resolves conflicts, and deals tactfully with all students and adults.

STRESS TOLERANCE: Performs well under pressure in a variety of situations.

ORAL COMMUNICATION: Makes a clear oral presentation suitable to audience.

WRITTEN COMMUNICATION: Ideas are expressed logically, show clarity of thought and take into consideration the reading level of the intended audience.

RANGE OF INTEREST: Can discuss variety of subjects; wants to participate in events.

PERSONAL GROWTH: Achievement oriented, takes advantage of opportunities for growth.

EDUCATIONAL VALUES: Has a well-reasoned educational philosophy; receptive to new ideas.

INTELLIGENCE & SCHOLASTIC ABILITY: Evaluation of coursework and transcripts shows evidence of outstanding scholarship and ability.

INITIATIVE: Ability to develop, articulate, and implement solutions to organizational or educational issues.

PERSEVERANCE & FOLLOW-THROUGH: Demonstrates drive in working toward clear goals.

SCHOOL COMMUNITY AWARENESS: Promotes and participates in community and school programs.

PROFESSIONAL ATTITUDE: Demonstrates respect for others, as well as the educational profession.

CURRICULUM/PROGRAM DEVELOPMENT: Demonstrates ability to plan, implement, and evaluate effective curriculum/educational programs.

STUDENT DISCIPLINE: Uses effective strategies in modifying student behavior.

FISCAL MANAGEMENT: Budgets and expends funds efficiently.

PERSONAL PRESENCE: Has a friendly, poised and confident manner.