



EMPLOYMENT / JOB APPLICATION

PERSONAL INFORMATION

FULL NAME: _____ **DATE:** _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

E-MAIL: _____ **PHONE:** _____

POSITION APPLIED FOR: Superintendent, Olympic ESD 114

CONDITIONS OF EMPLOYMENT

1. ____ Yes ____ No I authorize OESD to conduct a background investigation and authorize the release of information in connection with my application of employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and education institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release OESD and the reference source from any liability in connection with its release or use. This release includes the references and former employers cited in this application and specific examples are: Information from the Washington State Patrol and the Federal Bureau of Investigation, which contains data on all criminal convictions, or certification that no data on criminal convictions are maintained, information from OSPI, the WA or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigation involving me. Furthermore, I certify that I will make correct and complete answers and statements in this application in the knowledge that may be relied upon in considering my application for employment. I understand that any omission or falsely answered statements made by me on this application, or any supplement t it, will be sufficient grounds for failure to employ or for my discharge from employment with OESD.
2. ____ Yes ____ No Are you a United States citizen or are you legally eligible for employment in the United States?
3. ____ Yes ____ No I understand that OESD requires that the individuals who provide references are to be current or former supervisors, if possible. I further understand that information received from said references will remain on file and will be used for future applications for 2 years from date of receipt. Once a response is received, it cannot be deleted and replaced with another reference during this 2-year timeframe.
4. ____ Yes ____ No OESD provides a warm and inviting at atmosphere in a professional manner. Friendly and helpful customer service, respect, professionalism and a positive attitude is expected at all times in all circumstances. This applies to how we treat other employees, school district staff members, parents, community members, and other visitors. This is a non-negotiable expectation of every employee of OED. If hired, I understand I will be expected to provide positive "customer service" and I agree to make this a priority as an employee of OESD.
5. ____ Yes ____ No I acknowledge that employment with OESD requires full vaccination against COVID-19 or an approved medical or religious exemption that can be accommodated.

GENERAL QUESTIONS

1. ____ Yes ____ No Are you RETIRED from: Washington State Public Employee Retirement System (PERS) OR School Employee Retirement System (SERS) OR Teacher Retirement System (TRS)?
2. ____ Yes ____ No Do you have family members currently working at OESD?
 - a. If Yes, please list: _____
3. If you are a current or former employee with OESD, please enter the most recent position and approximate dates of employment: _____
4. Please indicate the date you are available for employment: _____
5. How did you learn about this position? _____
6. ____ Yes ____ No Have you ever been on a plan of improvement or placed on probation?
 - a. If yes, provide an explanation of the circumstances, including the underlying facts, place, date and outcome. _____

7. ____ Yes ____ No Have you ever been placed on administrative leave pending investigation of allegations of misconduct?
 - a. If yes, provide an explanation of the circumstances, including the underlying facts, place, date and outcome. _____

8. ____ Yes ____ No Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions) prior to the completion of an investigation or in order to avoid discharge or non-renewal?
 - a. If yes, provide an explanation of the circumstances, including the underlying facts, place and date. _____

9. ____ Yes ____ No Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)?
 - a. If yes, provide an explanation of the circumstances, including underlying facts, place and date. _____

10. ____ Yes ____ No Have you ever been disciplined for misconduct by a past or present employer?
 - a. If yes, provide an explanation of the circumstances, including the underlying facts, place, date and outcome: _____

11. ____ Yes ____ No Are you presently charged with, but not convicted of a crime (Exclude civil infractions such as minor traffic citations.)
 - a. If yes, provide an explanation of the nature of the charge, place, date, and court. A pending criminal charge will not necessarily bar you from employment. _____

12. ____ Yes ____ No Have you ever been convicted of a crime? (The term “convicted” means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations.)
- a. If yes, provide an explanation of the nature of the crime, place, date and court. A conviction record will not necessarily bar you from employment. _____

13. ____ Yes ____ No Have you ever been found by a court in a protection proceeding under Chapter 74.34 to have abused or financially exploited a vulnerable adult or (b) convicted of any of the following crimes where the victim was a vulnerable adult: (Vulnerable adult means adults of any age who lack the functional, mental, or physical ability to care for themselves.) First, second or third degree extortion; First, second or third degree theft; First or second degree robbery; Forgery; Any of the foregoing crimes as they may have been renamed.
14. ____ Yes ____ No Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?
- a. If yes, provide an explanation of the nature of the crime, place, date and court. A conviction record will not necessarily bar you from employment. _____

15. ____ Yes ____ No 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 abused any minor?
- a. If yes, provide an explanation of the circumstances, including the underlying facts, place, date and outcome. _____

16. ____ Yes ____ No Have you ever been found in 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?
- a. If yes, provide an explanation of the circumstances, including the underlying facts, place, date and outcome. _____

17. ____ Yes ____ No 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.
- a. If yes, provide an explanation of the circumstances, including the underlying facts, place, date and outcome. _____

18. ____ Yes ____ No Are you presently CHARGED WITH, but NOT CONVICTED of any of the crimes or offenses described above?
- a. If yes, provide an explanation of the nature of the charge, place, date and court. A pending criminal charge will not necessarily bar you from employment. _____

EDUCATION

HIGH SCHOOL: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? YES NO DIPLOMA: _____

COLLEGE: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? YES NO DEGREE: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

PREVIOUS EMPLOYMENT

EMPLOYER 1: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

_____ City State Zip Code

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 2: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 3: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

REFERENCES
(PROFESSIONAL ONLY)

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

BACKGROUND CHECK CONSENT

ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? YES NO

DISCLAIMER

We reserve the right to modify the details of a position posting at any time. The recommended applicant, if not a current employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility. All new employees must complete a satisfactory fingerprint background check with the Washington State Patrol and the FBI. All employment is considered conditional until receipt of the satisfactory background check. Olympic Educational Service District 114 complies with all federal and state regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities, or other basis protected by applicable law. Equal access to activities, facilities and programs is provided to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to Anna Winney, Director of Human Resources/Safety & Health, OESD 114, 105 National Avenue North, Bremerton, WA 98312, (360) 782-5047.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ **DATE** _____

PRINT NAME _____