



*America's Future is in Schools Today*

**CHIMACUM SCHOOL DISTRICT**  
 PO Box 278~ Chimacum WA 98325  
 (91 West Valley Rd)  
 360.385.3922  
[www.csd49.org](http://www.csd49.org)

**CLASSIFIED APPLICATION**

Date:	<i>Your social security number is not required at the time of application, however a copy of the original will be necessary upon hiring for federal income tax, state retirement and internal record keeping purposes.</i>		
Name:	Alias/Maiden Name:		
Mailing Address~City~State:			
Phone:	Cell Phone:	E-Mail:	
<b>I WOULD LIKE TO SUBSTITUTE IN THE CHIMACUM SCHOOL DISTRICT:    YES            NO</b>			

**PREFERENCES**

Educational Assistant		Custodial / Maintenance		Bus / Sub Bus Driver	
Secretarial		Cafeteria		Coaching	
Other					

**Certification, Authorization and Release** *Initial Here*

I hereby certify that all the information I provide in this application is true and correct.	
I authorize the Chimacum School District to make any investigation of my personal, educational, vocational and employment history.	
I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Chimacum School District with information regarding me.	
I hereby release and discharge the Chimacum School District and those who provide information from any and all liability as a result of furnishing and receiving information.	
I understand and agree that falsification of any part of this application shall be sufficient cause for dismissal or refusal to hire.	

Signature	Date
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*Chimacum School District is an equal opportunity employer. The District does not discriminate on the basis of race, religion, creed, national origin, age, sex or disability. The District has implemented an affirmative action program and encourages qualified women and minority applicants to apply. Union membership or representation fee is a requirement for employment in a certificated classification unless the employee claims a "bona fide" exemption.*

## EDUCATIONAL TRAINING

List all schools attended.

Name of School	City & State	Dates Month/Year	Degree Diploma	Major Area of Study	Date Degree Granted
		<b>High School</b>	Yes		
			No		
			GED		
		From: ___/___ To: ___/___			
		From: ___/___ To: ___/___			
		From: ___/___ To: ___/___			
		From: ___/___ To: ___/___			

## EXPERIENCE

List most recent experience first. Include military experience. Do not indicate "see resume".

Dates Month/Year	Employer & Address	Supervisor's Name, Title and Phone #	Type of Work	Reason for Leaving
From: ___/___ To: ___/___				
From: ___/___ To: ___/___				
From: ___/___ To: ___/___				
From: ___/___ To: ___/___				
From: ___/___ To: ___/___				

## PROFESSIONAL REFERENCES

Please list three references (former supervisors) who may be contacted.

Name	Position	Employer & Address	Phone
			Work ( ) _____ Home ( ) _____
			Work ( ) _____ Home ( ) _____
			Work ( ) _____ Home ( ) _____



## Directions and General Information for Classified Applicants

Thank you for your interest in the Chimacum School District. Please read through the application materials carefully. Only completed applications will be considered for screening. You are encouraged to contact Human Resources to inquire about the status of your application and/or the open position for which you applied. **The following documents are required to complete your application:**

	Chimacum School District completed and signed application form.
	Letter stating your interest specific to the position.
	Current Resume
	Application insert(s) pertaining to the job classification.
	Three letters of reference from previous employers. (Note: if an applicant has had less than three employers, one personal reference letter may be substituted.)
	Background Questionnaire
	Washington State Sexual Misconduct Disclosure Release <ul style="list-style-type: none"> <li>• One form is included with this application packet. Complete one form for each school district you have been employed with. Duplicate forms as needed or contact Human Resources for additional copies.</li> </ul>
	Completed Fingerprints (required for substitutes/required for applicants upon hire) <ul style="list-style-type: none"> <li>• Fingerprints can be verified in the system (taken in the last 2 years) <b>OR</b></li> <li>• Live-scan prints have been taken at ESD 114 in Bremerton or Port Angeles</li> </ul>
	Payroll Information for Substitutes (required) and Applicants (upon hire) <ul style="list-style-type: none"> <li>• I-9 (Copy of driver's license and social security card required.)</li> <li>• Retirement Status Form</li> <li>• W-4</li> </ul>
	Other information the candidate feels is important for consideration
	Optional: Affirmative Action

When an offer of employment is made, new employees who will or may have unsupervised access to children, developmentally disabled persons, or vulnerable adults must complete a background check for criminal history, including a fingerprint check, by the Washington State Patrol and the Federal Bureau of Investigation (FBI), as well as a written disclosure of specified criminal convictions and civil or disciplinary board findings. Any offer of employment is conditional upon the successful outcome of the criminal history background check and approval by the Chimacum School District Board of Directors. If you have further questions, please contact our office at (360)385-3922.

Send completed applications to: **Chimacum School District Human Resource Department**  
**PO Box 278, Chimacum WA 98325**

**EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED**

*It is not possible to interview everyone who completes an application.  
Only finalists will be interviewed and those interviewed will be notified regarding final selection.*