



CERTIFICATED APPLICATION

Date application completed: _____

PLEASE PRINT OR TYPE

NAME _____ **SOC. SEC. NO.** _____
Last First Middle

MAILING ADDRESS _____ **Home Phone ()** _____

STREET ADDRESS _____ **Cell Phone ()** _____

_____ **Work Phone ()** _____
City State Zip

LIST GRADE LEVEL OR SUBJECTS WHICH YOU PREFER TO TEACH: _____

SPECIALIST (COUNSELOR, LIBRARIAN, SPECIAL EDUCATION, ETC.) _____

LIST THOSE EXTRACURRICULAR ACTIVITIES YOU ARE QUALIFIED TO DIRECT, SUPERVISE OR COACH: _____

EDUCATION

	Name/Location	From/To	Degree/Diploma	Major
College/University				
Advanced Degree				
Other				

Total college **quarter** credit hours beyond Bachelor's Degree _____
(Total must be verified before acceptance of contract. Semester hours must be converted to quarter hours by multiplying by 1.5)

Undergraduate Cumulative Grade Point Average _____ Graduate Cumulative Grade Point Average _____

WORK EXPERIENCE

Please list all experience related to position desired, most recent experience first. Attach a separate sheet, if necessary.

Employer Name/Address	Your Supervisor Name/Phone	Your Position/ Responsibilities	From/To Month/Yr	Reason for Leaving

REFERENCES

Please list references who have supervised your work and who may be contacted, unless otherwise noted.

Name/Title	Address/City/State/Zip	Phone

What is your present position? _____
 (Title, Duties, Additional Assignments) _____

- Are you under contract? _____ If yes, until when? _____
- Are you interested in becoming a substitute for the District? Yes No
- Have you previously been employed by or applied to Riverview School District? Yes No
If yes, please indicate during which year(s) and, if employed, in what capacity, and under what name? _____
- Do you need accommodation in the application, testing, or interview process? If yes, please explain: _____

PERSONAL INFORMATION

- Some applicants who have a mental, physical, or sensory disability require an accommodation or assistance to enable them to perform the essential functions of the job sought. Are you able to perform the essential functions of the job (with or without an accommodation)? Yes No *If an accommodation is needed, please list what reasonable accommodation would need to be made for you:* _____
- Can you provide proof of a legal right to work in the United States after hire? Yes No
- Have you had any criminal convictions, pled guilty or pled nolo contendere, within the past 10 years? Yes No
If yes, please attach an explanation (a conviction will not necessarily bar you from employment).

GENERAL APPLICATION INFORMATION (please answer the following questions on a separate page)

1. Describe your teaching/working philosophy.
2. Describe the kind of student with whom you can be most effective.
3. During your first five years of teaching/working in the Riverview School District, what would be your major accomplishments?
4. Explain your plans for continuing your education.

TO BE CONSIDERED FOR A POSITION IN RIVERVIEW SCHOOL DISTRICT, YOU MUST PROVIDE THE FOLLOWING MATERIALS:

1. Complete Application Form
2. Letter of Interest
3. Resume` which includes the following information: complete work experience; education and professional training; certifications and references
4. Answers to Questions 1 – 4 above
5. Up-to-date College Placement File. *If not up-to-date, then 3 or more professional letters of recommendation will be accepted in lieu of placement file.*
6. Transcripts of all College work *(student copies accepted)*
7. Two Confidential Professional Reference Forms
8. Copy of Washington State Certification

I hereby certify that all the information I have provided in this application including resume and transcripts is true, complete and correct. I give my permission for Riverview School District to contact any reference or prior employers in conjunction with this application. I further agree that if I am employed, I will provide verification of my certification, education and experience. I also agree that falsification of any part of this application shall be sufficient cause for dismissal. I also authorize the district to supply information about my employment record, in whole or in part, in confidence, to any prospective employer, government agency, or other party having a legal and proper interest; and I hereby release the district from any and all liability for its providing this information. I understand and agree that any offer of employment made by the district to me is contingent on the successful outcome of a criminal background check. I also understand and agree that a credit check will be run for positions dealing with financial responsibility.

 SIGNATURE OF APPLICANT

 DATE

The Riverview School District provides equal opportunity in education and employment according to all federal and state laws. Riverview School district is a smoke-free work environment.

Certapp revised 02/04