

**APPLICATION FOR CLASSIFIED  
ADMINISTRATIVE EMPLOYMENT**

**POSITION SOUGHT:** \_\_\_\_\_

**DATE APPLIED:** \_\_\_\_\_

**PLEASE PRINT OR TYPE**

**NAME** \_\_\_\_\_  
Last First Middle

**SOC. SEC. NO.** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**Home Phone** ( ) \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_

**Cell Phone** ( ) \_\_\_\_\_

State Zip

**Work Phone** ( ) \_\_\_\_\_ **City**

**PRESENT EMPLOYMENT**

Title of present position: \_\_\_\_\_

Employed by: \_\_\_\_\_  
Supervisor

Address: \_\_\_\_\_

City State Zip ( ) Business Phone

No. of employees: \_\_\_\_\_ No. of employees you directly supervise: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list all experience in reverse chronological order. Attach a separate sheet if necessary.

<u>Employer</u>	<u>Position</u>	<u>Salary</u>	<u>From/To</u>	<u>No. of Years</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PROFESSIONAL PREPARATION**

	<u>Institution</u>	<u>Major/Minor</u>	<u>Degree/Date</u>
Undergraduate	_____	_____	_____
Graduate	_____	_____	_____
Doctorate	_____	_____	_____
Professional Development	_____	_____	_____
Type of certificate(s) held and expiration date(s):	_____		
	_____		

**REFERENCES**

Please list four references, at least three of whom have supervised your work, who may be contacted unless otherwise noted.

<u>Name/Title</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Please describe in letter form, referring to the major responsibilities of the position, those experiences you feel have contributed significantly to your qualifications for this administrative position. (Use separate sheet.)
- Within the last ten (10) years, have you ever pleaded guilty, been convicted, fined, imprisoned or placed on probation for violation of any law, police regulation, or ordinance (excluding minor traffic violations for which a fine or forfeiture of \$100 or less was imposed)? \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that the information provided herein is a true and complete statement of my educational and professional record. I hereby give Riverview School District permission to contact my references and previous employers, unless otherwise indicated. Reference information will become a part of this application and will not be revealed to me. I agree that false or misleading information provided in this application or in an interview may be cause for dismissal or withdrawal from consideration. 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.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Attached or requested:

- Resume
- Letter addressing major responsibilities from position announcement
- Current letters of recommendation (at least 2)

**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.**

# ADMINISTRATIVE DISCLOSURE AND RELEASE

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

e-mail address \_\_\_\_\_

Current Position \_\_\_\_\_

Present Contractual Relationship \_\_\_\_\_

Limitations on Contacting References \_\_\_\_\_

**Disclosure:** Pursuant to Chapter 586, Laws of 1987, please answer “yes” or “no” to each of the following questions. If the answer to any question is yes, please attach a detailed explanation indicating the charge, the date and the court(s) involved.

<input type="radio"/> Yes <input type="radio"/> No	Have you ever been convicted of any crime against persons, as defined in Section 1 of Chapter 486, Laws of 1987, including: murder,; assault; rape; robbery; manslaughter; extortion; indecent liberties; incest; vehicular homicide; promoting prostitution; illegal communication with a minor; unlawful imprisonment; sexual exploitation of minors; or criminal mistreatment?
<input type="radio"/> Yes <input type="radio"/> No	Have you ever been found under RCW 13.34.030 (2) (b) or under Title 26 RCW to have sexually assaulted, abused, or exploited any minor, or to have physically abused any minor?
<input type="radio"/> Yes <input type="radio"/> No	Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have sexually abused, or exploited any minor or to have physically abused any minor?

I hereby certify that all the information I have provided to the district in making application for this position is true and correct. I give my permission for the Riverview School District to contact any reference or prior employer in conjunction with this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

THE RIVERVIEW SCHOOL DISTRICT COMPLIES WITH ALL FEDERAL AND STATE RULES AND REGULATIONS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY, OR DISABLED OR VIET NAM VETERAN STATUS. INQUIRIES REGARDING COMPLIANCE AND/OR GRIEVANCE PROCEDURES MAY BE DIRECTED TO THE SCHOOL DISTRICT'S TITLE IX/RCW 28A.640 COMPLIANCE OFFICER, ANTHONY SMITH, AND/OR SECTION 504/ADA COORDINATOR, JOHN MARK, AT THE ABOVE ADDRESS OR PHONE NUMBER. RIVERVIEW SCHOOL DISTRICT IS A SMOKE-FREE WORK ENVIRONMENT.