

**Willapa Valley School District #160**  
**CERTIFICATED APPLICATION FOR EMPLOYMENT**

(PLEASE PRINT PLAINLY)

**To Applicant:** We deeply appreciate your interest in our school district and assure you that we are sincerely interested in your qualifications. A clear understanding of your education and work experiences will aid us in placing you in the position that best utilizes your qualifications.

**PERSONAL**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Social Security No. \_\_\_\_\_

Present Address \_\_\_\_\_  
No. Street City State Zip

Telephone Number (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

**POSITION APPLIED FOR:**

Teacher

Specialist

Administrative

IF TEACHER, PRIORITIZE LEVEL/SUBJECT YOU PREFER TO TEACH, 1 BEING YOUR FIRST CHOICE.

\_\_\_ PRIMARY GRADES      \_\_\_ INTERMEDIATE GRADES      \_\_\_ ELEM SPECIAL ED  
\_\_\_ JUNIOR HIGH SCHOOL      \_\_\_ HIGH SCHOOL      \_\_\_ JR/SR HIGH SPECIAL ED

Indicate your choice of grades or subjects, if secondary teacher: \_\_\_\_\_

\_\_\_\_\_

Extra-curricular activities you are qualified to instruct \_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION: List teaching, administrative or specialists held (or to be held)**

Type of Certificate: \_\_\_\_\_ State: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Endorsements: \_\_\_\_\_

Type of Certificate: \_\_\_\_\_ State: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Endorsements: \_\_\_\_\_

Type of Certificate: \_\_\_\_\_ State: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Endorsements: \_\_\_\_\_

Type of Certificate: \_\_\_\_\_ State: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Endorsements: \_\_\_\_\_

**EDUCATION: List all colleges attended with most recent listed first**

Name of Institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Dates attended \_\_\_\_\_ to \_\_\_\_\_  
(mo/yr to mo/yr)

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Name of Institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Dates attended \_\_\_\_\_ to \_\_\_\_\_  
(mo/yr to mo/yr)

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Name of Institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Dates attended \_\_\_\_\_ to \_\_\_\_\_  
(mo/yr to mo/yr)

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Name of Institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Dates attended \_\_\_\_\_ to \_\_\_\_\_  
(mo/yr to mo/yr)

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

**EDUCATIONAL EMPLOYMENT EXPERIENCE : List most recent first**

Name of Institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_  
(mo/yr to mo/yr)

Teaching Assignment: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name of Institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_  
(mo/yr to mo/yr)

Teaching Assignment: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Supervisor                      Address    Phone

Name of Institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_  
(mo/yr to mo/yr)

Teaching Assignment: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Supervisor                      Address    Phone

## REFERENCES

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Name                                      Occupation                      Home phone                      Work phone

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Name                                      Occupation                      Home phone                      Work phone

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Name                                      Occupation                      Home phone                      Work phone

**Have you ever been convicted of a felony?    \_\_\_ yes    \_\_\_ no**

**SIGNATURE RELEASE:**

All of the information I have provided in this application is true, correct, and complete. I authorize Willapa Valley School District #160 to inquire with current and former employers or references and obtain any and all information regarding my job related background. I release and waive my former employer, all references, and Willapa Valley School District #160 from any and all liability in disclosing or obtaining such information. I agree that if I have provided false or incomplete statements, the District may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the District, the contract shall be deemed void from its inception. I understand that multiple people, including staff, parents, and students may review these application materials.

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**SIGNATURE OF APPLICANT**

**DATE**

**GENERAL INFORMATION**

**A completed application must include the following:**

- Letter of Interest
  
- Resume
  
- Three letter of recommendation
  
- College placement file or transcripts

**The applicant is responsible for requesting placement papers and transcripts from the placement bureau where registered.**

**Return completed materials to:  
Willapa Valley School District  
PO Box 128  
Menlo, WA 98561**

The Willapa Valley School District #160 complies with all State and Federal rules and regulations and does not discriminate on the basis of race, age, color, national origin, sex, creed, religion, handicap, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Application of qualified minority educators, women and handicapped persons are encouraged. This holds true for all district employment and opportunities. Complaints of alleged discrimination and inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RW 28A.640 Officer, Rob Friese or Section 504/ADA Coordinator, Jay Pearson. Call (360) 942-5855 or write to PO Box 128, Menlo, WA 98561.