

Anacortes School District #103

2200 "M" Avenue, Anacortes, Washington 98221
www.asd103.org

Applications: (360) 293-1200
Personnel Department (360) 293-1203
Jobs are posted on the web: www.asd103.org

Dear **DIRECTOR OF FINANCE** Applicant:

Thank you for your interest in applying for a position in our school district. The following information will be helpful to you in the application process.

APPLICATIONS: Applications may be downloaded or picked up at the district office. If you would like an application mailed to you, please call (360) 293-1200.

Print legibly in ink, giving information as requested. In addition to sending your completed district application form, all applicants must include a **Letter of Interest** (cover letter stating each specific position and posting number for which you are applying), a current **Résumé** and **Three Letters of Recommendation** in order to be considered for a position.

INTERVIEWS are scheduled only after the closing date of a position and after the selection team has screened all application materials. Incomplete files will not be screened; it is the responsibility of the candidate to assure their file is complete.

PLEASE NOTE:

Anacortes School District Policy 5005 requires that employees shall be subject to a records check through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check shall include a fingerprint check with the cost, currently \$55.00, borne by the employee. Anacortes School District will provide this service.

ASD policy requires all employees born January 1, 1957 or after to complete an immunization history. If selected for a position, please be prepared to provide this information immediately.

By state law, ALL employees are required to have HIV/Bloodborne Pathogen and Hazardous Materials training. If you have had this in another district, please provide proof from that district. The district will provide training to new employees.

Employees working with medically fragile students, or employees who may come into contact with bodily fluids, are required to have **Hepatitis B** training within ten days of employment. The district will provide this training.

Your completed application will be kept on file for one year. If during this time you wish to apply for other posted positions, submit a letter of interest and a current résumé. State in your letter that your application is currently on file and that you are applying for a specific position. Please note any change in address, phone, name, etc.

IF YOU ARE SELECTED FOR A POSITION in the Anacortes School District, you will be expected to meet the following requirements as conditions of your employment:

- **Successful WSP and FBI background clearance check**
- **Washington State Sexual Misconduct Disclosure Release Form**
- **I-9 Employment Eligibility (citizen or legal alien status)**
- **W-4 form**
- **WA State Department of Retirement Status form**
- **Immunization History** (for persons born January 1, 1957 or after) – Completion of District form to be placed on file with personnel office
- **HIV/Bloodborne Pathogen and Hazardous Materials training** (verification of prior training or the district will provide)
- **Hepatitis B training** (if required)
- **Social Security Card and Driver's License** (for identification upon hiring) to be copied by Personnel Office

We hope you find this information helpful as you seek employment with the Anacortes School District.

Please send your application to:

Personnel Department
c/o Bonnie Haley
Anacortes School District #103
2200 M Avenue
Anacortes, WA 98221

We hope you find this information helpful as you seek employment with the Anacortes School District.

Sincerely,

Dale Bowen
Director or Personnel/Operations

Anacortes School District #103

2200 M Avenue ♦ Anacortes, WA 98221
(360) 293-1200 ♦ FAX (360) 293-1222

APPLICATION FOR EMPLOYMENT

BUSINESS AND FINANCE DIRECTOR

Last Name	First Name	Middle Initial	Date of Application
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Other names used/maiden name, if applicable

Present Address	City	State	Zip	Telephone ()
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Permanent Address	City	State	Zip	Telephone ()
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EDUCATION AND TRAINING

List all schools attended including high school/GED
List most recent first.

Name of Institution City, State, Zip	Full-Time or Part-Time	Degree Earned	Qtr. Credits Earned	Field of Study
.....				
.....				
.....				
.....				
.....				
.....				

List any other special training you feel is pertinent to the position(s) for which you are applying.

EXPERIENCE

Beginning with your present or most recent employment, list all your work history, including military service (attach a separate sheet, if necessary). Please complete the following sections even if you are submitting a résumé in addition to this application.

Employer _____ Phone (____) _____

Address _____

Supervisor's name _____

Dates: From (Mo/Yr) _____ To _____

Position _____

Primary responsibilities and duties: _____

Reason for leaving _____

Employer _____ Phone (____) _____

Address _____

Supervisor's name _____

Dates: From (Mo/Yr) _____ To _____

Position _____

Primary responsibilities and duties: _____

Reason for leaving _____

Employer _____ Phone (____) _____

Address _____

Supervisor's name _____

Dates: From (Mo/Yr) _____ To _____

Position _____

Primary responsibilities and duties: _____

Reason for leaving _____

REFERENCES

List three unrelated individuals who can provide professional and/or character references.

Name	Address	Telephone	Occupation
		()	
		()	
		()	

OTHER PERSONAL DATA

1. Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

Yes _____ No _____

2. Are you physically able to perform the duties of the job for which you are applying?

Yes _____ No _____

3. Have you been employed by Anacortes School District before?

Yes _____ No _____

If yes, list previous position(s) and last date worked.

APPLICANT'S STATEMENT

I hereby certify that all the information given is true to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, and I agree that the references and personal information which becomes a part of the application will be regarded as confidential and shall not be revealed to me.

Within the last seven years have you ever pled guilty, been convicted, fined, imprisoned, or placed on probation for violation of any law, police regulation, ordinance, excluding minor traffic violations? A conviction record will not necessarily bar you from employment.

Yes _____ No _____

If yes, please explain _____

Within the last ten years have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position?

Yes _____ No _____

If yes, please explain _____

Signature of Applicant

Date*

* Applications will be kept on file for a period of one year from this date.

“Anacortes School District is An Equal Opportunity Employer”

*Anacortes School District #103 complies with all state and federal rules and regulations and does not discriminate on the basis of race, **creed**, color, national origin, **families with children**, sex, **marital status**, **sexual orientation**, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. This holds true for all district employment and opportunities as well as all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504 Coordinator.*

Title IX/RCW 28A.640 Officer: Cindy Simonsen
Section 504 Coordinator: Maggie Thompson
2200 “M” Avenue, Anacortes, WA 98221
(360) 293-1200

Anacortes School District is an Equal Opportunity Employer

Anacortes School District is committed to an affirmative action program that provides for the recruitment of women, people of color, people with disabilities, people 40 or over, and veterans. In order to implement this program, the Anacortes School District requests that you provide the following information. You are not required to do so, but if you choose not to furnish this information, the employer is required to note race, national origin, and gender under federal law on the basis of a visual observation or surname. A decision not to provide this information will not result in any adverse treatment of your application for employment. This information will be kept confidential.

Name: _____

Date: _____

GENDER:

_____ Female _____ Male

ETHNIC GROUP:

_____ African American (not of Hispanic origin)
_____ American or Alaskan Indian (Tribal Affiliation _____)
_____ Asian/Pacific Islander
_____ Caucasian (not of Hispanic origin)
_____ Hispanic
_____ Other (specify _____)

DISABLED STATUS:

Do you have a physical, sensory, or mental condition that would affect your working conditions?

_____ Yes _____ No

AGE GROUP:

Are you in the protected age group (age 40 or over) _____ Yes _____ No

VETERAN STATUS:

Veteran _____ Yes _____ No

Disabled Veteran _____ Yes _____ No

Please complete the following questions and sign the affidavit. Any falsification or deliberate misrepresentation in the completion of this form including omission of a material fact can be grounds for denial of employment with the Anacortes School District.

All required documentation requested below must accompany the form. All questions must be answered. If additional space is required, attach a separate sheet of paper.

Section I – Personal Information (please print or type)

Full Name _____
(Last) (First) (Middle)

Mailing Address _____
(Street) (City) (State) (Zip Code)

Home Telephone Number (_____) _____

Please list all former names you have used and the approximate dates of use. (If more than three, list on a separate sheet of paper).

_____ Date _____
_____ Date _____
_____ Date _____

Section II – Professional Fitness

If you answer “yes” to questions 1, 2, 3, and/or 4, give a complete explanation, including duties, circumstances, and supporting documentation on a separate sheet of paper.

- | Yes | No | |
|-----|-----|--|
| ___ | ___ | 1. Have you ever been dismissed, discharged or fired from any employment? |
| ___ | ___ | 2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation? |
| ___ | ___ | 3. Have you ever been disciplined by a past or present employer because of allegations of misconduct? |
| ___ | ___ | 4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part or have you ever been found guilty of misconduct or harassment by an employer? |
| ___ | ___ | 5. Have you ever had a professional license revoked? |
| ___ | ___ | 6. Have you ever had sanctions placed against you for any reason? |
| ___ | ___ | 7. Is disciplinary action currently pending anywhere against you? |

Section III - Fitness

If you answer “yes” to questions 4 and or 5, attach copies of any court orders entered in the proceeding.

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | 1. Are you able to perform the essential function of a certificated/classified position with or without reasonable accommodation? |
| ___ | ___ | 2. Do you currently use illegal drugs? |
| ___ | ___ | 3. Have you used illegal drugs in the last year? If your answer is “yes”, explain on a separate sheet of paper. |
| ___ | ___ | 4. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor? |
| ___ | ___ | 5. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any person? |

ADMINISTRATIVE REFERENCE FORM

Anacortes School District

_____ is an applicant for a _____
 Position in Anacortes School District. Please rate the applicant using the form below. We would appreciate receiving any and all information that you would deem appropriate if you were seeking input under similar circumstances. If this form is not suited to your needs, you may reply by letter. The candidate will not read this reference rating. Thank you.

Please send completed form to:
Anacortes School District, Attn: Personnel, 2200 M Ave, Anacortes, WA 98221

Evaluator Name: _____ Current Position: _____

When and under what circumstances have you know this applicant? _____

	Poor	Fair	Good	Strong	Superior	Insufficient Information To Rate
Problem Analysis						
Judgment						
Organizational Ability						
Decisiveness						
Leadership						
Sensitivity						
Stress Tolerance						
Oral/Written Communication						
Range of Interest						
Personal Motivation						
Educational Values						
Intelligence and Scholastic Ability						
Initiative and Risk Taking						
Perseverance and Follow Through						
School Community Awareness						
Professional Attitude						
Fiscal Management						
Personal Presence						

Summary Comments: _____

 Evaluator's Signature:

 Work Phone

 Title or Position

 Home Phone

PROBLEM ANALYSIS: Can seek out relevant data and analyze complex information.

JUDGEMENT: Can reach logical conclusions, make high-quality decisions, and set priorities.

ORGANIZATIONAL ABILITY: Can plan, schedule, and control work and self and others.

DECISIVENESS: Sees when a decision is needed and takes appropriate action.

LEADERSHIP: Gets others involved in solving problems and guides them to accomplishments.

SENSITIVITY: Sees needs and concerns of others, resolves conflicts, and deals tactfully with all students and adults.

STRESS TOLERANCE: Performs well under pressure in a variety of situations.

ORAL COMMUNICATION: Makes a clear oral presentation suitable to audience.

WRITTEN COMMUNICATION: Ideas are expressed logically, show clarity of thought and take into consideration the reading level of the intended audience.

RANGE OF INTEREST: Can discuss variety of subjects; wants to participate in events.

PERSONAL GROWTH: Achievement oriented, takes advantage of opportunities for growth.

EDUCATIONAL VALUES: Has a well-reasoned educational philosophy; receptive to new ideas.

INTELLIGENCE & SCHOLASTIC ABILITY: Evaluation of coursework and transcripts shows evidence of outstanding scholarship and ability.

INITIATIVE: Ability to develop, articulate, and implement solutions to organizational or educational issues.

PERSEVERANCE & FOLLOW-THROUGH: Demonstrates drive in working toward clear goals.

SCHOOL COMMUNITY AWARENESS: Promotes and participates in community and school programs.

PROFESSIONAL ATTITUDE: Demonstrates respect for others, as well as the educational profession.

FISCAL MANAGEMENT: Budgets and expends funds efficiently.

PERSONAL PRESENCE: Has a friendly, poised and confident manner.