



# FINLEY SCHOOL DISTRICT #53

## ALL KIDS ACHIEVING

224606 E Game Farm Rd, Kennewick WA 99337  
509-586-3217 FAX 509-586-4408  
[www.finleysd.org](http://www.finleysd.org)

Dear Administrative Applicant:

Thank you for your interest in Finley School District. Enclosed are your application materials. Please read them carefully. Once your application and other required documents have been received by Personnel, your file will be reviewed and screened. **Applications will be kept on file for two years, unless renewed at the request of the applicant.**

As a reminder, the following documents are required to complete your application:

1. **Application Form.**
2. **Letter of Application** stating your qualifications for the type of position(s) in which you are interested.
3. **Current Resume.**
4. **Statement of major accomplishments and experiences as they pertain to this position.**
5. **Statement of personal abilities, skills, characteristics and attributes that would contribute to your success in this position.**
6. **College Placement File.** Request your college placement service send the file directly to the Personnel Office. (If you do not have a current placement file, submit at least three (3) letters of reference.)
7. **Applicant Disclosure Statement.** This form must be completed and signed by all applicants.
8. **Copies of College Transcripts.** Official transcripts will be required upon employment.
9. **Copy of Washington State Certificate.** If you have not yet received your certificate, please indicate anticipated receipt date in your cover letter. Submit a copy immediately upon receipt.

When an offer of employment is made, new employees must complete a background check for criminal history, including a fingerprint check, by the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI). Any offer of employment is conditional upon the successful outcome of the criminal history background check and approval by the District's Board of Directors.

If you have questions, please call our office at (509) 586-3217.

Sincerely,

Bryan Long  
Director of Human Resources

Finley School District is an Equal Opportunity Employer

Finley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Civil Rights Compliance Coordinator - Human Resource Director, [blong@finleysd.org](mailto:blong@finleysd.org). Section 504/ADA Coordinator – Special Services Director, [amclaughlin@finleysd.org](mailto:amclaughlin@finleysd.org)  
Mailing address and phone number: 224606 E Game Farm Rd Kennewick WA 99337, 509-586-3217.



## Finley School District #53

224606 E. Game Farm Road, Kennewick, WA 99337

(509) 586-3217 (509) 586-4408 Fax

### CERTIFICATED/ADMINISTRATIVE APPLICATION FORM

#### **INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY IN BLACK INK**

Exercise care in filling out this form. Information given here will become a part of the permanent record, if selected. All questions must be answered completely.

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

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Other Name(s) records may be listed under: \_\_\_\_\_

Retirement Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

**PROFESSIONAL EXPERIENCE:** Please include on resume

**EDUCATION:** Please include on resume

**PROFESSIONAL REFERENCES:** Please include on resume

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my person, employment and other related matters as may be necessary in arriving at an employment decision. I hereby release Finley School District from all liability in making or responding to lawful inquiries in connection with my application for employment.

I understand that application materials are not public records and may be kept confidential (RCW 47.17.310(1), but that if I become a finalist in the selection process, am actually hired, and/or any application materials become part of my personnel file, they may become subject to public review.

Background Check: I also understand that fingerprinting (state and national) is a requirement of employment with school districts in the State of Washington (RCW 43.43.834). For the recommended applicant, employment will be conditional upon the district's receipt of a conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges. Until such time as this process is completed, my employment shall only be as a casual day-to-day employee and will not in any way bind or require the Finley School District to continue my employment.

Immigration Reform and Control Act Requirement: The recommended applicant will be required to complete an INS I-9 form and must provide proof of employment eligibility.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

All application materials should be mailed to:

Personnel/Certificated  
Finley School District #53  
224606 E Game Farm Rd  
Kennewick WA 99337

Finley School District is an Equal Opportunity Employer

Finley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Civil Rights Compliance Coordinator - Human Resource Director, [blong@finleysd.org](mailto:blong@finleysd.org). Section 504/ADA Coordinator – Special Services Director, [amclaughlin@finleysd.org](mailto:amclaughlin@finleysd.org) Mailing address and phone number: 224606 E Game Farm Rd Kennewick WA 99337, 509-586-3217.



(See RCW 43.43.830)  
**APPLICANT DISCLOSURE STATEMENT**

(All Volunteers having unsupervised access to children under 16 year of age  
and all prospective employees are "applicants")

**ALL QUESTIONS MUST BE ANSWERED. ALL REQUIRED DOCUMENTATION  
REQUESTED BELOW MUST ACCOMPANY THIS STATEMENT.**

1. Have you ever been convicted of any crime against children or other persons? (The term "convicted" includes all instances in which a plea of guilty or nolo contendere or stipulation to facts or deferred or suspended sentence occurred.)

**PLEASE CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED:**

Aggravated Murder	First or Second Degree Murder	First or Second Degree Kidnapping
First, Second or Third Degree Assault	First, Second, or Third Degree Assault of a Child	First, Second or Third Degree Rape
First Degree Burglary	First or Second Degree Burglary	First Degree Arson
Indecent Liberties	First or Second Degree Manslaughter	First or Second Degree Extortion
First Degree Promoting Prostitution	Incest	Vehicular Homicide
Simple Assault	Communication with a Minor	Unlawful Imprisonment
Child Abuse or Neglect as Defined in RCW 26.44.020	First or Second Degree Custodial Interference	First or Second Degree Criminal Misconduct
First, Second, or Third Degree Child Molestation	First or Second Degree Sexual Misconduct with a Minor	Malicious Harassment
Patronizing a Juvenile Prostitute	Child Abandonment	Violation of Child Abuse Restraining Order
Child Buying or Selling	Prostitution	Felony Indecent Exposure

**PLEASE CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE**

If you have been convicted of any such crimes, then state on a separate piece of paper the following:

- A. The nature of the offense charged
- B. The nature and address of the court
- C. The date of disposition
- D. The final disposition

2. Have you ever been found by a court or any disciplinary board in any dependency proceeding under Title 13 RCW, in any domestic relations proceeding under Title 26 RCW, in any protection proceeding under Title 72 RCW, or in any disciplinary board final decision, to have sexually assaulted or exploited any minor or to have physically abused any minor or to have abused or financially exploited any vulnerable adult? If your answer is yes, then attach copies of any court orders or board findings entered in the above proceedings.

YES

NO

3. Have you ever been dismissed or discharged or have you resigned in order to avoid discipline or discharge by an employer? If so, then state on a separate piece of paper the name, address and telephone number of the employer, the nature of the allegations and the final disposition.

YES

NO

4. Are you presently charged with but not convicted of any of the violations or crimes described in paragraphs 1-3 above?

YES

NO

5. Do you have any nicknames or short first names or any other name or alias by which you are referred or by which you refer to yourself, other than as signed below.

YES

NO

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

6. Have you previously retired from any other public agency?

YES

NO

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

7. Have you ever been convicted of a felony?

YES

NO

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Any falsification or any misrepresentation or omission of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the Finley School District #53, which reserves the right to accept or reject it. A criminal history on all applicants considered for hire by the Finley School District #53 shall be requested through the Washington State Patrol and/or Federal Bureau of Investigation as a pre-employment prerequisite.

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. Furthermore, I hereby authorize the Finley School District #53 to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, credit agency, or government agency or the Washington State Patrol or any Federal law enforcement agency to give the Finley School District #53 any information they may have regarding me. I further authorize the Finley School District to disclose any information they may have regarding me if such information is requested by a different potential future employer of me. In consideration of the Finley School District's review of this application, I release the Finley School District #53 and all providers of information from any liability as a result of furnishing and receiving any of the above information.

I also understand and agree that I may be conditionally employed while the Finley School District #53 performs a background record check or while the Finley School District #53 awaits the Board of Directors making a final hiring decision as to whether or not I will be employed by the Finley School District #53. I understand that my employment is conditional on the completion of both of the above acts and until such time as they are completed, my employment shall only be as a casual day-to-day employee and will not in any way bind or require the Finley School District to continue my employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## FINLEY SCHOOL DISTRICT NO. 53

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

(Last)

(First)

Discrimination in the Finley School District is prohibited under Title VII of the Civil Rights Act of 1964. Recognizing its legal as well as social obligation to make equal employment opportunity a reality, the Finley School District is implementing an Affirmative Action Program. The goal of this program is proportionate representation of the entire community at all levels of the school district's program. For the purpose of effectively implementing the District's Affirmative Action Plan, we would appreciate you providing the information below. This information will not be filed with or made part of your application.

In order to accommodate the new federally mandated reporting of staff ethnicity and race data, beginning in 2010-11, school districts are required to collect ethnicity and race data using a "two-part question."

1. Ethnicity – are you either (circle one) Hispanic/Latino or Not Hispanic/Latino

2. Race – Which race category do you belong to? Please check all that apply.

\_\_\_\_\_ American Indian or Alaska Native (I)  
\_\_\_\_\_ Asian (A)  
\_\_\_\_\_ Black or African American (B)  
\_\_\_\_\_ Native Hawaiian or Other Pacific Islander (P)  
\_\_\_\_\_ White (W)

3. Sex \_\_\_\_\_ Male  
\_\_\_\_\_ Female

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### OPTIONAL EMPLOYMENT QUESTIONNAIRE

Section 504 of the Rehabilitation Act of 1973 and Section 402 of the PL 93-509, Vietnam Era Veterans Readjustment Act of 1974 encourages the employment of disabled persons and Vietnam Era Veterans.

The information solicited on this form is for the use of the Finley School District No. 53 pursuant to its voluntary affirmative action efforts. The information is requested on a voluntary basis and will be kept confidential. Refusal to provide the requested information will not subject you to any adverse treatment and will not prejudice your application for employment.

CHECK APPROPRIATE ANSWER:	YES	NO
1. Non-Veteran: Are you physically or mentally disabled?	_____	_____
If yes, explain disability: _____		
2. Veteran: Are you physically or mentally disabled?	_____	_____
If yes, explain disability: _____		
Is disability service connected? If yes, which war?	_____	_____
World War II _____ Korean Conflict _____ Vietnam Era _____		
3. Vietnam Era Non-Disabled Veteran?	_____	_____
4. I do not wish to provide the information requested.	_____	_____