

Apply for Certificated Positions

*Follow these instructions if you are **NOT currently employed with KSD***

OR

*If you are **currently employed in a non-teaching position***

1. You must complete an [Applicant Disclosure Form](#) the first time you apply with Kennewick School District.
2. Submit the following with your application. You may electronically attach this information to your application when prompted. **If you do not have the capacity to attach additional information, you may mail or bring your documents to the Human Resources Office and we will upload them into your application as time permits.**
 - a. A copy of your current Washington state teaching/ESA certificate, Highly Qualified Teacher documentation (such as Praxis or West E scores or a Highly Qualified Teacher worksheet from a prior school district), and informal college transcripts. Please scan these documents AS ONE FILE and attach it under the Transcripts section of the application.
 - b. A generic cover letter that addresses your qualifications for all positions.
 - c. A resume.
 - d. Three (3) letters of reference that have been written within the past two years (preferably by principals or supervisors). If you are unable to electronically attach your letters you can mail them or bring them in and our staff will upload them into your application as time permits.
3. [Follow this link](#) to our job postings and complete an application.

Once you are hired, official college transcripts will be required within forty-five (45) days from the date of hire. This must be an official copy of the transcript, sealed in an envelope and addressed as noted below.

Contact

Certificated questions:

Kristi Parham at 509-222-5010 or kristi.parham@ksd.org

Mailing Address for Application Materials

Kennewick School District

Attn: Kristi Parham

524 South Auburn St.

Kennewick, WA 99336