

# KENNEWICK SCHOOL DISTRICT EXTRA-CURRICULAR / COACHING APPLICATION FORM

*Please complete and sign this application and return to:*  
 Kennewick School District Human Resources Office, 524 S. Auburn St., Kennewick, WA 99336  
 Telephone: (509) 222-5010 Job Line: (509) 222-5011 [www.ksd.org](http://www.ksd.org)

**A LETTER OF INTEREST MUST ALSO BE SUBMITTED FOR EACH SPECIFIC OPEN POSITION FOR WHICH YOU WOULD LIKE TO APPLY BEFORE 4:00 PM ON THE CLOSING DATE.**

**Date:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_  
Number & Street City State Zip

**Phone:** Home:(\_\_\_\_)\_\_\_\_\_ Business/message phone: (\_\_\_\_)\_\_\_\_\_

Please list other name(s) (first/last) under which records may be listed (maiden name /previous married name, etc.): \_\_\_\_\_

Type of position(s) applying for:

- Coaching  Sports: \_\_\_\_\_  
 Music / Drama  Activities: \_\_\_\_\_  
 Other  Activities: \_\_\_\_\_

Have you previously been employed by the Kennewick School District? Yes  No   
 If yes, when? \_\_\_\_\_ Position held: \_\_\_\_\_

Have you ever been charged with a crime against children? Yes  No   
 If yes, explain: \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

**EDUCATION: Please list high school and college/other education below.**

Education	Name/City/State	Dates Attended	Degree/Diploma	Subject
High School				
College/University/ Technical				

**REFERENCES: List three persons (other than relatives) who have served as your supervisor or colleague in a work or school/community volunteer position in the past three years.**

Name	Address	Phone #	Occupation
1.			
2.			
3.			

***"Education ... the Bridge to the Future"***

Middle Initial

First

Last

Name:  
Please Print

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**EMPLOYMENT RECORD:** List all relevant employment starting with the present or most recent. List school district work experience separately in first table below. You may include summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but you must complete application as well.

**SCHOOL DISTRICT WORK EXPERIENCE:** Please list all relevant school district work experience. Begin with most recent experience.

School District Name/ Address/ City/ State	Position Held/ Duties	Supervisor Name/Phone #	Dates of Employment Mo/Yr to Mo/Yr	Full-time, Part-time or Substitute?	Reason for Discontinuing Employment

**NON- SCHOOL DISTRICT WORK EXPERIENCE:** Please list all other relevant work experience. Begin with the most recent experience. You may attach an additional sheet if necessary.

Employer Name/ Address/ City/ State	Position Held/ Duties	Supervisor Name/Phone #	Dates of Employment Mo/Yr to Mo/Yr	Full, Part, Temporary Position?	Reason for Discontinuing Employment

**RELEVANT VOLUNTEER EXPERIENCE:** Please list any other relevant volunteer experience.

Organization Name/ Address/ City/ State	Position Held/ Duties	Supervisor Name/Phone #	Dates of Volunteering Mo/Yr to Mo/Yr	Reason for Discontinuing Volunteering

**FOR ALL APPLICANTS – This section must be completed and the application must be signed and dated before returning it to the Kennewick School District Human Resources Office.**

Are you able to perform the essential functions of the job(s) for which you are applying with or without accommodations? Yes \_\_\_ No \_\_\_

In your own handwriting, provide any information you desire that will afford an additional understanding of your qualifications. Your goals, objectives, philosophy and other background factors are of special interest.

(use back for additional space)

People of disability may request reasonable accommodation in the hiring process by contacting the Assistant Superintendent of Human Resources, 524 S. Auburn St., Kennewick, WA 99336 or by calling (509) 222-5010.

*The Kennewick School District is a drug free, tobacco free, educational system. Drug screening and a fingerprint check may be a prerequisite to employment. The District employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Immigration and Naturalization Service.*

*My signature below authorizes the school district to conduct a background investigation and authorizes the release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, without limitation, and in consideration of the district's review of this application, I hereby release the school district and the reference source from any liability in connection with its release or use. This release includes the sources listed above and specific examples as follows: the local Washington State Patrol, information from the Federal Bureau of Investigation of either data on all criminal convictions, or certification that no data on criminal convictions is maintained, information from OSPI, the Washington or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer, for release of information pertaining to any findings of child abuse or neglect investigations involving me.*

*Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission or falsely answered statement made by me on the application or any supplemental to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*



## Applicant Disclosure

Please complete the following questions and sign the declaration. *Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire can be grounds for denial of employment or continued employment with Kennewick School District.* Answer **Yes** or **No** to each item listed. If the answer is **Yes** to any of the questions, please explain in the space provided, indicating the charge or finding, the date and the court(s) involved.

1. Are you presently under contract?  **No**  **Yes** – If yes, with whom? \_\_\_\_\_

What is your present position (Title)? \_\_\_\_\_

2. Have you ever been on a plan of improvement or placed on probation?

**No**  **Yes**

3. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body?

**No**  **Yes**

4. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions) in order to avoid discharge or nonrenewal?

**No**  **Yes**

5. Have you ever been dismissed, discharged, fired or forced to resign from any employment?

**No**  **Yes**

6. Have you ever resigned from or otherwise left any employment while allegations of misconduct were pending?

**No**  **Yes**

7. Have you ever been disciplined by a past or present employer because of allegations of misconduct?

**No**  **Yes**

8. Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct on your part?

**No**  **Yes**

9. Have you ever been discharged or non-renewed from any employment (inclusive or regular or extracurricular positions)?

**No**  **Yes**

10. Have you ever had any certificate or license subject to a reprimand, revoked, suspended or denied or voluntarily relinquished to avoid revocation?

**No**  **Yes**

11. Are you currently or have you ever been the subject of any certificate or licensing investigation, inquiry or adverse action by any certification or licensing agency?

**No**  **Yes**

12. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations.)

**No**  **Yes**

13. Have you plead guilty or been convicted of any felony crime involving the physical injury or death of a child, promoting prostitution of a minor child; assault; incest; child abuse or neglect; custodial interference; child molestation; promoting pornography; selling or distributing erotic material to minors; criminal mistreatment; violation of a child abuse restraining order; or child abandonment? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as a minor traffic citations)

**No**  **Yes**

14. Have you ever plead guilty to, or been convicted of one of the following crimes against persons: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; rape or statutory rape; first or second degree arson; burglary, manslaughter or extortion; indecent liberties or indecent exposure; communication with a minor for immoral purposes; sexual exploitation of a minor or developmentally disabled person; been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult; criminal mistreatment; violation of a child abuse restraining order; or child abandonment?

**No**  **Yes**

15. Within the past seven (7) years, have you plead guilty to, been found guilty of, or forfeited bond regarding violation of any city or county ordinance or state law or regulation involving physical threat, injury or abuse of a victim who was then under the age of 18?

No  Yes

16. Have you ever been found in any dependency action under RCW 13.34.030(2)(b); been found guilty by a court in a domestic relations proceeding under Title 26RCW; or been found guilty in any disciplinary board final decision to have sexually assaulted or exploited any minor or to have physically abused any minor?

No  Yes

17. Have you ever plead guilty or been convicted of a misdemeanor or felony not listed above?

No  Yes

If you answered yes to any of the above, please explain: \_\_\_\_\_

\_\_\_\_\_  
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*An inquiry will be made to the Washington State Patrol, a Federal, or other Law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such an inquiry will be made available to you upon request.*

I certify under penalty of perjury under the laws of the Sate of Washington that the foregoing is true and correct.

Applicant, Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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*TO BE COMPLETED AFTER CONDITIONAL EMPLOYMENT IS OFFERED. Kennewick School District has offered you a position working ith children and/or their families. By law we must ask you again, since the completion of your application with KSD.*

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that as of this date \_\_\_/\_\_\_/\_\_\_, a date on or after which I have been offered conditional employment with the hiring district, the foregoing remains true and correct. I further certify that I have been released from all contractual obligations with other Washington State School Districts. I understand that any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of my application or this questionnaire can be grounds for denial of employment or continued employment with the hiring district.

Your signature must be witnessed by an employee of the hiring district.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Witness, Print Name/Title: \_\_\_\_\_

Witness, Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_