

# *Green Mountain School District*

## SUPERINTENDENT/PRINCIPAL EMPLOYMENT APPLICATION

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It is your responsibility to submit the materials listed below to the following address no later than April 7, 2010, to establish a complete application file.

**Educational Service District 112**  
**Melissa Kreuder - Green Mountain School District Superintendent/Principal Search**  
**2500 NE 65th Avenue**  
**Vancouver, WA 98661-6812**

- ◆ Letter of interest that addresses the candidate's professional experience and education, as it relates to the qualifications for the position.
- ◆ Completed Green Mountain School District application form.
- ◆ Two current professional letters of reference.
- ◆ Copies of current Administrative Credentials.

Educational Service District 112 is assisting Green Mountain School District with the superintendent/principal selection process. If you have questions regarding this vacancy, contact Melissa Kreuder, ESD 112 Human Resources at (360) 750-7503 or at [melissa.kreuder@esd112.org](mailto:melissa.kreuder@esd112.org).

<i><b>Application</b></i>			
Last Name	First	Middle	Date
Street Address		City	State      Zip Code
Home Phone		Business/Message Phone	Email Address

<i><b>Academic Preparation</b></i>			
NAME OF INSTITUTION	CITY & STATE	DEGREES & DATES	MAJOR

## *Certificates / Licenses*

List below teaching, ESA, administrative and special certificates / licenses held.

TYPE OF CERTIFICATE	STATE	LEVEL / AREA	DATE ISSUED	EXPIRATION DATE

## *Employment History*

Answer all questions for each employer listed

Employer Name	Phone
Street Address	City State Zip Code
Position or Title	Dates of Employment From / To /
Student Enrollment	Annual Budget Current Annual Salary
Reason For Leaving	
May we contact this employer for a work reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, please explain
<b>If you are currently contracted, can your Board of Directors be contacted for references?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
Employer Name	Phone
Street Address	City State Zip Code
Position or Title	Dates of Employment From / To /
Student Enrollment	Annual Budget Annual Salary
Reason For Leaving	
May we contact this employer for a work reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, please explain

Please list additional full-time experience on a separate attachment.

## *Professional References*

(Individuals who can provide job related reference information, including school board members.)

- Name of Reference \_\_\_\_\_ District/Address \_\_\_\_\_  
 Position \_\_\_\_\_  
 Current Phone \_\_\_\_\_

## ***Professional References*** (continued)

2. Name of Reference \_\_\_\_\_ District/Address \_\_\_\_\_  
Position \_\_\_\_\_  
Current Phone \_\_\_\_\_
3. Name of Reference \_\_\_\_\_ District/Address \_\_\_\_\_  
Position \_\_\_\_\_  
Current Phone \_\_\_\_\_
4. Name of Reference \_\_\_\_\_ District/Address \_\_\_\_\_  
Position \_\_\_\_\_  
Current Phone \_\_\_\_\_

## ***Professional Fitness***

If you answer "yes" to questions 1 through 4, give a complete explanation on a separate sheet of paper, including duties, circumstances, and any supporting documentation.

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 for 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?

## ***Criminal History***

YES NO

1. Have you ever been convicted of any crime? (Note: For the purpose of this question, "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of a conviction and (2) all proceedings in which a sentence has been suspended or deferred.) You need not list traffic violations for which a fine or forfeiture of less than \$150 was imposed.
2. a. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Washington?
- b. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in any other state, province, territory, and/or country?

If you answered "yes" to questions 1 or 2, please provide the following:

A detailed statement including what occurred, the nature of the offense, charge or warrant, and the final disposition.

3. Are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is "yes", identify agency and location (street address, city, state):

# Disclosure Statement

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**ALL APPLICANTS** who will or may have unsupervised access to children during the course of employment in connection with their application for a position with Green Mountain School District and pursuant to RCW 43.43.830 through 834, RCW 9.96A.020, and RCW 10.97.030 and 050 must complete the following disclosure statement. This information will be used only in making the initial employment decision and will not be used or disseminated for any other purpose.

We will request your fingerprints to obtain a report of your conviction record. If you are hired before the report is available, your employment will be conditioned upon the receipt of a satisfactory report.

**YES NO**

1. Have you ever been convicted of any misdemeanor, gross misdemeanor or felony crimes against children or other persons (including instances in which a plea of guilty or nolo contendere is the basis for the conviction) or any proceedings in which the charge has been deferred from prosecution under Chapter 10.05 RCW or the sentence has been deferred or suspended listed as follows:

Aggravated murder	First degree promoting prostitution
First or second degree murder	Communication with a minor
First or second degree kidnapping	First degree arson
First, second or third degree assault	First degree burglary
First, second or third degree rape	Indecent liberties
First, second or third degree rape of a child	Incest
Felony indecent exposure	Vehicular homicide
First or second degree robbery	Unlawful imprisonment
First or second degree manslaughter	Simple assault
First or second degree extortion	Sexual exploitation of minors
First or second degree criminal mistreatment	First or second degree custodial interference
Child abuse or neglect as defined in RCW 26.44.020	Malicious harassment
Selling or distributing erotic material to a minor	First, second or third degree child molestation
Custodial assault	First or second degree sexual misconduct with a minor
Patronizing a juvenile prostitute	Child buying or selling
Violation of child abuse restraining order	Promoting pornography
Prostitution	First, second or third degree assault of a child
Child abandonment	Or any of these crimes as they may have been named

2. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor or to have physically abused any person?

If you answered "yes" to question 2, attach copies of any court orders entered in the above proceeding.

3. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person within the last seven years?

4. Have you ever been found in any disciplinary board final decision to have abused or financially exploited any vulnerable adult? A vulnerable adult includes anyone who has a functional, mental, or physical inability to care for himself or herself, or who is legally incapacitated, or has a developmental disability, or is admitted to any licensed facility or receiving services from a licensed provider.

# *Declaration*

My signature below authorizes Green Mountain 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 such information, and without limitation, hereby release Green Mountain School District, ESD 112, and the reference sources from any liability in connection with its release or use.

Furthermore, I certify under the penalty of perjury under the laws of the State of Washington 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, falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ me or for my discharge should I become employed with Green Mountain School District. I understand that I may be subject to Washington State Patrol and FBI fingerprint background checks as a condition of employment.

Should I become employed by Green Mountain School District and at some future time leave said employment, my signature below further authorizes Green Mountain School District to release information regarding my performance to any potential future employer.

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Applicant Signature

Date

# *Green Mountain School District*

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## VOLUNTARY, CONFIDENTIAL INFORMATION FOR AFFIRMATIVE ACTION PURPOSES

Date \_\_\_\_\_

Information derived from this questionnaire is for statistical purposes and will not be filed with or made part of your application or personnel file. Green Mountain School District is committed to ensuring equal employment opportunities for all persons without regard to race, color, creed, religion, national origin, age, sex, marital status, or the presence of any sensory, mental or physical disability, except as may be necessary to meet a bona fide occupational qualification.

Name \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE ZIP

**Gender:**

\_\_\_\_\_ Male \_\_\_\_\_ Female

**Racial/Ethnic Group:**

\_\_\_\_\_ American Indian or Alaskan Native (1) \_\_\_\_\_ Hispanic (4)  
\_\_\_\_\_ Asian or Pacific Islander (2) \_\_\_\_\_ Caucasian, not of Hispanic Origin (5)  
\_\_\_\_\_ African-American, not of Hispanic Origin (3)

**Age Group:**

Are you in a protected age group (age 40 or over?) \_\_\_\_\_ Yes \_\_\_\_\_ No

**Veteran Status:**

\_\_\_\_\_ Vietnam or more recent military action veteran \_\_\_\_\_ Disabled Veteran  
\_\_\_\_\_ Veteran