

COLVILLE SCHOOL DISTRICT NO. 115
217 South Hofstetter, Colville, WA 99114 (509) 684-7850; Fax 684-7855

INFORMATION FOR APPLICANTS
Certified and/or Classified Positions

Thank you for your request for an employment application with the Colville School District No. 115. Included on this sheet is information to help you complete the application material and information you will need to know if a position is offered to you.

Application Materials

To apply for a position the following must be presented to the personnel office by the closing date associated with the posted vacancy. Completion of the application form is required. Some postings may require additional information that should also be submitted before the closing date.

1. Letter of intent for the position being applied for directed to Superintendent of Colville Schools.
2. A completed Colville School District application (or reference to current application on file within 1 year).
3. A supplemental application questionnaire (specific to the position, if included in packet).
4. Current resume.
5. Placement file and/or three professional letters of recommendation (for teaching/administration positions only) specific to the position applied for.
6. Current Washington State Teaching (and/or Administrative) Certificate (copy) (if applicable) or copy of current out-of-state certificate.
7. For all applicants, complete & sign the "applicant" section (the middle section) of the Sexual Misconduct Disclosure Release form enclosed.

Background/Fingerprint Check

Successful candidates will be required to submit to a Washington State Patrol and Federal Bureau of Investigation background/fingerprint check. Any employment offers made by the Colville School District are contingent on a successful background/fingerprint check. A total fee of \$65 dollars (subject to change without notice) will be paid by successful candidate for the processing of fingerprints.

Food Workers Permit

For work in the District's Food Service Department a Washington State Food Worker's Permit is required and may be obtained at the Stevens County Health Department for an approximate fee of \$8.00.

Employment Eligibility Verification

If hired, you will be required to provide evidence of citizenship or admittance to the US under conditions, which permit you to work. Required identification will include: Driver's license with photo AND original Social Security Card, or a passport. If any of these documents are not available, some substitutions can be made with prior approval.

For further information contact the Personnel Department at (509) 684-7850 or check our website at: www.colisd.org

August 10, 2006