



CENTRAL VALLEY
SCHOOL DISTRICT

Central Valley

School District 356

An Equal
Opportunity Employer

East 19307 Cataldo
Spokane Valley, WA 99016
(509) 228-5400

Dear Classified Applicant:

We appreciate your interest in a position with Central Valley School District. All application materials are enclosed. Please submit your completed application to ***Neva Ringwald, Director of Human Resources, Central Valley School District #356, 19307 East Cataldo, Spokane Valley, WA 99016.***

A completed application will include:

- ❖ **Central Valley School District Application Form**
- ❖ **Current Résumé**
- ❖ **Applicant Disclosure Statement**
- ❖ **Request for Consideration Form(s)** - one **MUST** be filled out each position in which you are interested
- ❖ **Confidential Character Reference Forms** - at least **two** must be returned **directly** to the Director of Human Resources.
- ❖ **Sexual Misconduct Form** - fill out one form for every school district you previously worked in and send in with your application.

Each active and completed file is reviewed and the applicant evaluated. Applicants who appear, by their qualifications, to best fit the needs of Central Valley School District may be invited for a formal interview.

After the initial application, we ask that you send a Request for Consideration Form for each opening for which you would like to be considered. These forms can be obtained at the receptionist's desk at the Learning & Teaching Center or on our website. Openings for all positions are announced on the 24-hour Job Hotline (509)228-5447 and on our web site at www.cvsd.org.

An offer of employment is given only by the Human Resources Office and is subject to approval by the Board of Directors. When hired, an employee must complete a fingerprint check by the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI). There is a fee for this service. Only candidates recommended for employment will be required to meet the fingerprint requirement.

Classified applications will remain in active status through the end of the current school year unless renewed at the written request of the applicant. If you turn in a Classified application during the summer months, it will remain active through the end of the coming school year.

Please direct any further questions to the Human Resources Office (509) 228-5445.

Sincerely,

Neva Ringwald
Director of Human Resources