



NACHES VALLEY SCHOOL DISTRICT JT. #3

24 Shafer Ave. — PO Box 99
Naches, WA 98937-0099
(509) 653-2220 — FAX (509) 653-1211

www.naches.wednet.edu

CLASSIFIED APPLICATION PROCEDURE

To be considered for classified positions in the Naches Valley School District, applicants must understand and adhere to the following procedures:

1. Complete all applicable sections of the district's **Classified Application for Employment**. Please include a letter of application, a resume, and three (3) current letters of recommendation and a completed Criminal and Abuse Disclosure form.
2. To qualify for a specific classified position you must adhere to the particular requirements and qualifications for the position.
3. High school graduation or G.E.D. proficiency is required.
4. Positions have specific minimum requirements listed in adopted job descriptions attached to all vacancy announcements. The Naches Valley School District employs persons in the following areas:
 - BUS DRIVER
 - CUSTODIAN
 - FOOD SERVICE
 - MAINTENANCE/GROUNDS
 - MECHANIC
 - PARAEDUCATOR
 - SECRETARIAL/CLERICAL
5. After meeting the application requirements your application will be moved into a pool of candidates with similar qualifications for the open position. The strength of the candidate's application will be determined by the individual's qualifications and experience for the position. Special written or skills tests may be administered for positions. References will be contacted on all finalists for positions. The Naches Valley School District maintains a positive work environment and requires employees to demonstrate a life style free of drug and alcohol abuse. **The finalist may be required to pass a pre-employment substance abuse screening and must pass a background check, including fingerprinting, through the Washington State Patrol/FBI before employment. After employment, the following job categories must pass a post hiring physical exam: Bus Driver, Food Services Personnel, Custodian, Mechanic, Maintenance/Grounds Personnel and Paraeducator. The costs involved in the fingerprinting will be the responsibility of the new employee upon hire with the district. The District will pay the cost of the post hiring physical exam.**
6. All classified positions have a six (6) month probation period.
7. With the large number of applications received for each position, **only applicants selected for interview will be contacted.** Please do not contact the personnel office regarding the status of your application.

The Naches Valley School District Jt. #3 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disability. This holds true for all district employment and opportunities. The Naches Valley School District maintains a drug free work environment.

THANK YOU FOR YOUR INTEREST IN NACHES VALLEY SCHOOLS!