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SPRINGBROOK ELEMENTARY MULTIPURPOSE ROOM PROJECT

BADGING INFORMATION

The Kent School District requires anyone who will be on school grounds have an ID badge. To obtain a badge for yourself, any member of your crew or subcontractor you have coming onto Springbrook Elementary grounds whether there are students present or not. If you have procured a badge within the last 18 months, you do not have to be rebadged.

Each crew member must visit Lynell Mooney at the District Office - Facilities Building. I have attached the disclosure form needed for badge processing below. Please have each crew member fill out the form prior to arriving but **DO NOT** sign it before arriving. They need to sign in her presence.

Do not send more than 4 people to be processed at a time. Lynell is onsite from 8:15-12:30 and 2:00-4:00 most days. The office will be closed on Friday for the summer.

Please call ahead so Lynell can be sure to be ready for whoever is coming in to get badged. (253) 373-7144.

The district office is at:

12033 SE 256th St
Kent, WA 98030
Facilities: Building B



DISCLOSURE FORM

The Kent School District requires completion of this form for prospective employees and student teacher/observation/practicum/internship placement. **If your answer to any of the following questions is YES, please give a complete explanation, using a separate sheet of paper if necessary, including duties, circumstances, and supporting documentation.** Any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of this application/questionnaire, will be grounds for denial of placement/employment or continued employment with the Kent School District.

1. Have you ever been convicted for any crime or pleaded guilty, fined or placed on probation for violation of any law? For the purpose of this question, "convicted" includes (1) all instances in which a plea of guilty or of nolo contendere is the basis of 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 has been imposed. A conviction record will not necessarily bar you from employment.
Yes _____ No _____ Explain:
2. Have you ever been discharged or asked to resign, or resigned in lieu of termination by an employer? If yes, please give the name of the employer, the date and the reason for the resignation or termination.
Yes _____ No _____ Explain:
3. Have you ever resigned from employment while you were being investigated by an employer? If yes, please give the name of the employer, the date of your resignation and the allegations being investigated at the time of your resignation.
Yes _____ No _____ Explain:
4. Have you ever been placed on a plan of improvement? If yes, name the employer, date of plan, and outcome.
Yes _____ No _____ Explain:
5. Have you ever left any educational, school related, or volunteer position voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct?
Yes _____ No _____ Explain:
6. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency?
Yes _____ No _____ Explain:
7. Have you ever been placed on paid or unpaid leave by your employer for any alleged misconduct or being investigated for alleged misconduct?
Yes _____ No _____ Explain:
8. Have you ever had an adverse action taken on a professional certificate, license or charter school registration?
Yes _____ No _____ Explain:
9. Have you ever had any civil judgment or other court order, including but not limited to restraining order, entered against you resulting from allegations of abuse, assault, batter, harassment, intimidation, neglect, stalking, exploitation or other threatening behavior toward a minor child?
Yes _____ No _____ Explain:
10. Have you ever been the subject of a substantiated report of child abuse or sexual conduct (involving a minor child and or K-12 student age 18 or older)?
Yes _____ No _____ Explain:
11. Are you currently the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct (involving a K-12 student or minor child)?
Yes _____ No _____ Explain:

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All placements, pursuant to RCW Chapter 28A.400.303, as amended, will be required to complete a disclosure form indicating whether you have been convicted of crimes against persons listed in the statute. A criminal conviction history record, based on fingerprints, will also be requested from the Washington State Patrol and the Federal Bureau of Investigation. Student teacher / observation / practicum / internship placements can have their university/college submit proof of current fingerprints. KSD employment and internships will be conditional upon the district's receipt of a conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges listed in RCW Chapter 43.43, as amended.

If offered a paid internship or position with the Kent School District, the Federal Immigration and Nationality Act require us to verify your identity and authorization to work before you may commence employment.

I authorize Kent School District to make any investigation of any personal, education, vocational, or employment history. I further authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide Kent School District with information they have regarding me. I hereby release and discharge Kent School District and those who provide information from any and all liability as a result of furnishing and receiving this information. I agree that falsification of any part of this application shall be sufficient cause for dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me.

PLEASE PRINT _____ D.O.B. _____
Last First Middle (aka maiden name, etc.) MM/DD/YYYY

PLEASE SIGN AT SCHOOL OR DEPARTMENT IN FRONT OF A DESIGNATED KSD STAFF MEMBER. BRING YOUR ID FOR CONFIRMATION.

Signature of Applicant _____ Date _____

Witness, Print Name _____ Witness, Signature _____

For Employees of Contractors - Company Name: _____ Supervisor's Name & Phone #: _____

For KSD Employee - Position/Title: _____ Location/School: _____

Kent School District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Kent School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Officer

Ms. Moriah Martin
Chief Human Resources Officer
253-373-7203

Section 504/ADA Coordinator

Mr. John Sander
Executive Director of Inclusive Education
253-373-7610

Civil Rights Compliance Officer

Mr. Israel Vela
Chief Operations & Academic Support Officer
253-373-7134

Kent School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities.

For information regarding translation services, please contact Rona Popp, Director of Categorical Services at 253-373-7708.
For bilingual education information, contact Will Williams, Director of Multilingual Education at 253-373-7269.