

**Ferndale School District No. 502**

PO Box 698  
Ferndale, WA 98248  
(360) 383-9206 Fax (360) 383-9201

**PRE-EMPLOYMENT BACKGROUND QUESTIONNAIRE**

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of your application or this questionnaire can be grounds for denial of employment or continued employment with the Ferndale School District.

ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS FORM. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET OF PAPER.

**SECTION I – PERSONAL INFORMATION (please print or type)**

- 1. NAME: \_\_\_\_\_
- 2. ADDRESS: \_\_\_\_\_  
(Complete mailing address)
- 3. TELEPHONE: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Business Home
- 4. Please list all former names (a) you have used when working for another employer, or (b) by which you are known to reference. If you have more than three, list them on a separate sheet of paper.  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION II – PROFESSIONAL FITNESS**

(If you answer "yes" to questions 1 through 4, on a separate sheet of paper, give a complete explanation, 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 because of allegations of misconduct?
- 4. Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct on your part?

**SECTION III – CRIMINAL HISTORY**

Yes No

- 1. Have you ever been convicted of any crime? (Note: For the purpose of this question "convicted" includes (a) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (b) all proceeding in which a sentence has been suspended or deferred.) You need not list traffic violations for which a fine or forfeiture of less than \$150.00 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 of Section III, please provide the following:

- a. A detailed statement including what occurred, the nature of the offense, charge or warrant;
- b. The name and address of the arresting agency;
- c. The date of the arrest;
- d. The final disposition, if any;
- e. If a court was involved, the name and address of the court;
- f. The complete arrest report and sentence and judgment; and
- g. A complete driving abstract for five years if the arrest was driving related.

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

A "yes" answer to questions 1 through 3 above will not necessarily bar you from employment.

## SECTION IV - FITNESS

Yes No

1. Are you able to perform the essential functions of the certificated/classified position(s) for which you have applied with or without reasonable accommodation?
2. Do you currently use illegal drugs?
3. Have you used illegal drugs in the last year? If your answer is "yes", explain on a separate sheet of paper.
4. Have you ever been found in any dependency or domestic relations matter to have sexually assaulted or exploited any minor?
5. Have you ever been found in any dependency or domestic relations matter to have physically abused any person?

If you answered "yes" to questions 3 or 4, attach copies of any court orders entered in the above proceeding.

## DECLARATION

I, \_\_\_\_\_ certify (or declare) under the penalty of perjury under the laws of the State of Washington that the foregoing and all information included in the application is true and correct.

If the information provided or answer(s) to any question on the application or the e-Employment Background Questionnaire change prior to my being hired, I understand at I must immediately notify the Ferndale School District.

I understand I must answer this application truthfully and completely. Any falsification or -liberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of employment or continued employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City /State