



CERTIFICATED APPLICATION PROCEDURES

The following procedures have been developed to assist certificated applicants seeking employment with the Kent School District. Although our application system enables you to complete much of your application online, some pieces must be downloaded, completed, and then submitted to Human Resources to be scanned and attached to your application. In this application system, you are identified by your ID number, so please be sure to **include your ID number in the upper right hand corner of all documents you submit**. If your ID# is not written on the documents, there may be a delay in scanning and attaching them to your application. Once your application is complete, you will be able to apply for specific positions online.

General Instructions:

1. Complete an online certificated application.
2. Step 4 of the application process involves completion of a required questionnaire and writing sample. You will encounter the following writing prompt at step 4. Please take the time before you apply to prepare your writing sample. We suggest you complete the writing sample on a word processor. When you reach step 4, copy and paste it in to the appropriate form. This will allow you plenty of time to think about the content, to check spelling and grammar, etc.

Writing Assessment

Please respond to the following three statements. Your responses (in total) should not exceed the length of two typed pages.

- Please describe how you will contribute to the Kent School District's goal to "Successfully prepare all students for their future."
 - How do you embrace inclusion in the workplace/classroom as it relates to diversity and its benefits thereby enhancing the learning and work environment?
 - Describe your knowledge and experience using technology in the workplace/classroom, including programs in the Microsoft Suite (Word, Excel, etc.).
3. During Step 5 of the online application process, you can view a list of required documents that you must download, and submit to Human Resources to be scanned and attached to your application.
 - a. **Confidential Professional Reference:** All certificated applicants must download two confidential professional reference forms. These may be completed by your references in step 3 or by supervisory sources who have recently observed you in a related position. Once completed, the forms should be sent directly to Human Resources so as to remain confidential. Human Resources will scan and attach the forms to your application as soon as we receive them. To verify that we have received the forms, check the list of received documents under **Application Tracking**, located on the toolbar.
 4. Apply specifically for those positions in which you are interested by clicking on the "Apply to This Position" button located at the top of the details page for the position. Normally, we do not use an applicant pool. Therefore, your name will not be included for consideration if you do not apply for the positions directly. Only applicants selected for an interview will be contacted.
 5. We recommend that you update your application yearly (even if you have no changes) to maintain an active status in the system. If you do not update at least once a year, your application will be archived to an inactive status. You may update as often as you like.

Thank you for your interest in our district. If you have any further questions, you may contact Employment Services by emailing certijobs@kent.k12.wa.us or by calling 253-373-7209 or 253-373-7534.