Welcome to the Cashmere School District FASTTRACK Online Application System!

You may use the "Search Current Job Openings" option to view listing of current job openings. Select "View Details of Highlighted Position" for detailed information about the position and specific application requirements.
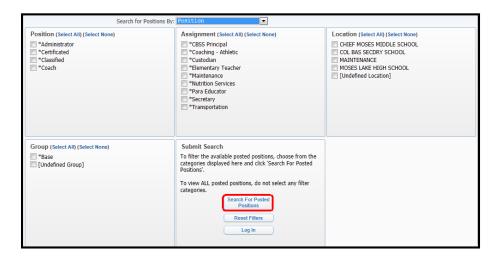
NEW APPLICANTS
Select at least one posting to apply to being to create your own FastTrack profile. You will be prompted to create your own login and password to begin your application.

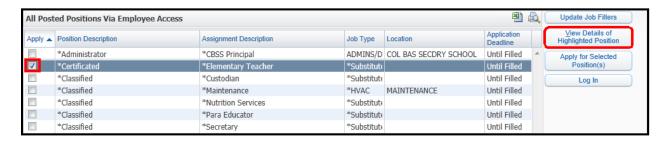RETURNING APPLICANTS
Use your login and password to return to the application you have already started.

Step 1: SIGN IN.

Step 2:   SEARCH FOR OPEN POSTED POSITIONS. You may choose to filter available positions by selecting any of the categories shown and click [**Search for Posted Positions**] or to search for all open positions do not select a category and click [**Search for Posted Positions**].
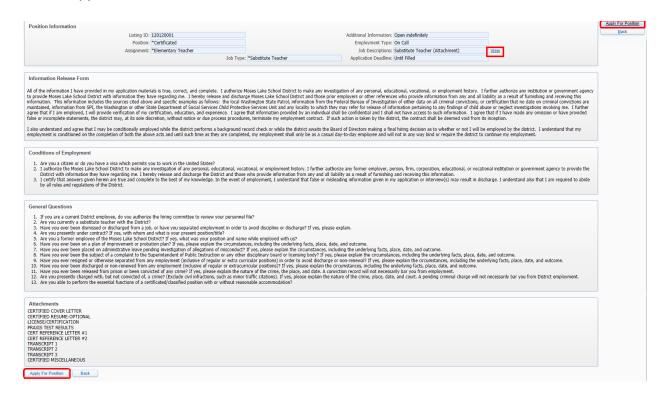
Step 3A: VIEW OPEN POSITIONS. Select the position you want to apply for and then select [**View Details of Selected Position**]

Apply ▲	Position Description	Assignment Description	Job Type	Location	Application Deadline	
☐	*Administrator	*CBSS Principal	ADMINS/D	COL BAS SECDRY SCHOOL	Until Filled	
☑	*Certificated	*Elementary Teacher	*Substitute		Until Filled	
☐	*Classified	*Custodian	*Substitute		Until Filled	
☐	*Classified	*Maintenance	*HVAC	MAINTENANCE	Until Filled	
☐	*Classified	*Nutrition Services	*Substitute		Until Filled	
☐	*Classified	*Para Educator	*Substitute		Until Filled	
☐	*Classified	*Secretary	*Substitute		Until Filled	

All Posted Positions Via Employee Access

Buttons: Update Job Filters | View Details of Highlighted Position | Apply for Selected Position(s) | Log In

Review the position listing.

A: Select **[View]** to see the complete job description.

B: Attachments noted with an * are required before you can submit your application.

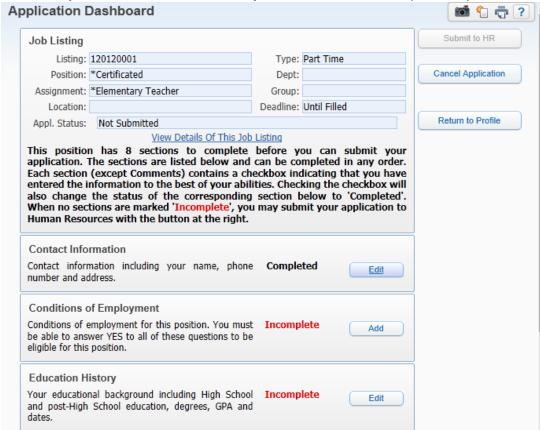C: The position listing will also give you a preview of the questions included in the online application.

Position Information

Listing ID: 120120001
Position: *Certificated
Assignment: *Elementary Teacher
Job Type: *Substitute Teacher
Additional Information: Open indefinitely
Employment Type: On Call
Job Descriptions: Substitute Teacher (Attachment)   View
Application Deadline: Until Filled

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Information Release Form

All of the information I have provided in my application materials is true, correct, and complete. I authorize Moses Lake School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any institution or government agency to provide Moses Lake School District with information they have regarding me. I hereby release and discharge Moses Lake School District and those prior employers or other references who provide information from any and all liability as a result of furnishing and receiving this information. This information includes the sources cited above and specific examples as follows: the local Washington State Patrol, information from the Federal Bureau of Investigation of either data on all criminal convictions, or certification that no date on criminal convictions are maintained, information from SPI, the Washington or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me. I further agree that if I am employed, I will provide verification of my certification, education, and experience. I agree that information provided by an individual shall be confidential and I shall not have access to such information. I agree that if I have made any omission or have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the district, the contract shall be deemed void from its inception.

I also understand and agree that I may be conditionally employed while the district performs a background record check or while the district awaits the Board of Directors making a final hiring decision as to whether or not I will be employed by the district. I understand that my employment is conditioned on the completion of both the above acts and until such time as they are completed, my employment shall only be as a casual day-to-day employee and will not in any way bind or require the district to continue my employment.

Conditions of Employment

1. Are you a citizen or do you have a visa which permits you to work in the United States?
2. I authorize the Moses Lake School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any former employer, person, firm, corporation, educational, or vocational institution or government agency to provide the District with information they have regarding me. I hereby release and discharge the District and those who provide information from any and all liability as a result of furnishing and receiving this information.
3. I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the District.

General Questions

1. If you are a current District employee, do you authorize the hiring committee to review your personnel file?
2. Are you currently a substitute teacher with the District?
3. Have you ever been dismissed or discharged from a job, or have you separated employment in order to avoid discipline or discharge? If yes, please explain.
4. Are you presently under contract? If yes, with whom and what is your present position/title?
5. Are you a former employee of the Moses Lake School District? If yes, what was your position and name while employed with us?
6. Have you ever been on a plan of improvement or probation plan? If yes, please explain the circumstances, including the underlying facts, place, date, and outcome.
7. Have you ever been placed on administrative leave pending investigation of allegations of misconduct? If yes, please explain the circumstances, including the underlying facts, place, date, and outcome.
8. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body? If yes, please explain the circumstances, including the underlying facts, place, date, and outcome.
9. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extra curricular positions) in order to avoid discharge or non-renewal? If yes, please explain the circumstances, including the underlying facts, place, date, and outcome.
10. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)? If yes, please explain the circumstances, including the underlying facts, place, date, and outcome.
11. Have you ever been released from prison or been convicted of any crime? If yes, please explain the nature of the crime, the place, and date. A conviction record will not necessarily bar you from employment.
12. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations). If yes, please explain the nature of the crime, place, date, and court. A pending criminal charge will not necessarily bar you from District employment.
13. Are you able to perform the essential functions of a certificated/classified position with or without reasonable accommodation?

Attachments
CERTIFIED COVER LETTER
CERTIFIED RESUME-OPTIONAL
LICENSE/CERTIFICATION
PRAXIS TEST RESULTS
CERT REFERENCE LETTER #1
CERT REFERENCE LETTER #2
TRANSCRIPT 1
TRANSCRIPT 2
TRANSCRIPT 3
CERTIFIED MISCELLANEOUS

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Step 3B: APPLY FOR THE POSITION. When you are ready to begin the online application, click on the **[Apply for Position]** button at either the top or the bottom of the page. You can also select the **[Back]** button to return to Open Positions and then select **[Apply for Selected Position(s)**

Step 4: LOGIN TO YOUR ACCOUNT. Existing Users: Enter your username and password and select [**Log In**]. If you have forgotten, your username and/or password click on [**Forgot username/password**]. After you supply the email address, you registered with, your username and password will be sent to you via email.

New Users: You will need to create a profile. Fill in requested information and then click [**Create Profile**]. (See sample below).

Step 5: BEGIN YOUR ONLINE APPLICATION. As you complete each section, you must check the [**I Have Completed ……To The Best Of My Abilities**] box. You may edit any section at any time.
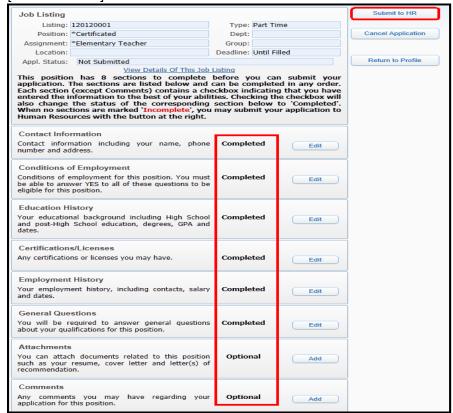
The buttons to the right of the position information will allow you to:

[**Submit to HR**]   Submit your completed application to HR. This button remains desensitized
                           until all required areas of the application are completed.

[**Cancel Application**]Cancel your application.

[**Return to Profile**]   Return to your profile.

Step 6: SUBMIT COMPLETED APPLICATION TO HR. When all sections have been completed click
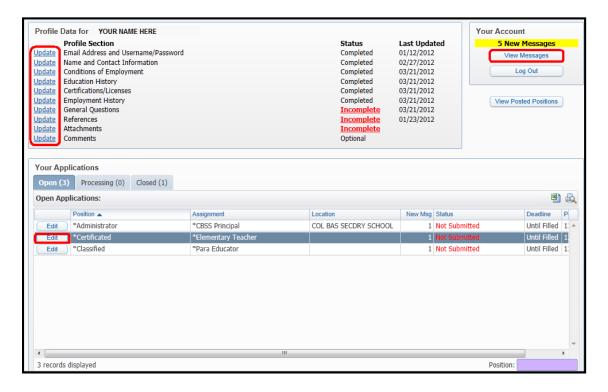[**Submit to HR**].

Your Profile screen allows you to:
[**View Messages**] regarding your application and/or position(s) that you have applied for.
[**Update**] your profile information; or
[**Edit**] any position(s) that you have applied for.

Select [**Log Out**] to exit the online application system.