

Renton School District

Certificated Application Requirements

Thank you for your interest in a certificated position with the Renton School District!

To speed up the online application process, be sure and gather the necessary documents and information needed ahead of time, so you are ready to enter and upload required information: You will need to provide the following information:

- **Personal Information:** Include your email and best phone number to reach you.
- **Vacancy/Position Desired:** Let us know what you're applying for or are interested in.
- **Location Preference:** For many of our pooled openings, this is where you'll indicate the specific locations you would like to be considered for.
- **EEO Form:** Not required, but we encourage all applicants to complete this form.
- **References:** We require three references from current/most recent supervisor(s) and other professionals that will need to complete our Confidential Reference Survey; you will need to provide their current email address and phone number, so a confidential reference form can be emailed directly to them.
- **Experience:** Gather the name, address, supervisor's name, email address and phone number of each of the companies you have worked for, along with the dates you worked there (month/year). Tell us about your professional and educational background.
- **Education:** Gather the names of schools you have attended, dates and degree(s) conferred. A copy of your unofficial transcript can also be uploaded here.
- **Certifications/Highly Qualified:** If you haven't already, create an account at <https://eds.ospi.k12.wa.us> and view all of your Washington State Certificate information through OSPI and provide us with your certificate, endorsement, and Highly Qualified details in these sections.
- **Extracurricular:** Do you have any experience with/interest in extracurricular activities? Tell us here!
- **Statement:** This is an opportunity to answer some questions we have for you regarding your background in instruction.
- **Language/Referral Source:** These pages are optional, but any information provided will enhance your application!
- **Supplemental Materials:** Have the following documents ready to upload: resume, cover letter, teaching certificate, and test scores. If you do not have a current copy of your test scores or teaching certificate, a word document indicating the status of this information will suffice.
- **Employment History Disclosure:** Answer these questions honestly and completely. A yes answer does not bar you from consideration.
- **Addendum (Highly-Qualified):** This section helps us determine your highly qualified status as related to the particular positions you apply for.
- **Confirmation:** You're finished! Double check your application once more for accuracy and submit!

Renton School District

Classified Application Requirements

Thank you for your interest in a classified position with the Renton School District! To speed up the online application process, be sure and gather the necessary documents and information needed ahead of time, so you are ready to enter and upload required information: You will need to provide the following information:

- **Personal Information:** Include your email and best phone numbers to reach you.
- **Vacancy/Position Desired:** Let us know what you're applying for or are interested in.
- **Location Preference:** For many of our pooled openings, this is where you'll indicate the specific locations you would like to be considered for.
- **EEO Form:** Not required, but we encourage all applicants to complete this form.
- **References:** We require two references from current/most recent supervisor(s) and other professionals that will need to complete our Confidential Reference Survey; please be sure to enter their email addresses correctly to make sure the survey is sent to them!
- **Experience:** Gather the name, address, supervisor's name, email address and phone number of each of the companies you have worked for, along with the dates you worked there (month/year). Tell us about your professional and educational background.
- **Education:** Gather the names of schools you have attended, dates and degree(s) conferred. A copy of your unofficial transcript can also be uploaded here.
- **Statement:** This is an opportunity to answer some questions we have for you regarding your candidacy for positions in the Renton School District.
- **Language/Referral Source:** These pages are optional, but any information provided will enhance your application!
- **Supplemental Materials:** Have your cover letter and letter of interest ready to upload.
- **Employment History Disclosure:** Answer these questions honestly and completely. A yes answer does not bar you from consideration.
- **Addendum (Secretarial/Clerical):** Here you will be asked to answer some specific questions related to the position(s) you are applying for.
- **Confirmation:** You're finished! Double check your application once more for accuracy and submit!