



SUBSTITUTE DRIVER APPLICATION CHECKLIST

The Kelso School District uses the Skyward FastTrack program for online applications. To be considered for employment with the Kelso School District, you must complete our online application and submit required supplemental materials as listed in the job description. Each position requires a separate application. You must have a valid email address and will need to create a user profile as a first time applicant. Your profile will be used to complete an application for each position you would like to be considered for.

Our FastTrack application consists of a standard employment application, a series of "Conditions of Employment" and some "General" questions. A variety of required documents will also need to be uploaded or scanned into your application (i.e. resume, letters of recommendation, etc.). If you don't have access to upload your documents, public access scanners are available at office supply stores, libraries, or you may bring your documents to our Human Resources Department for scanning.

TO GET STARTED:

- ☐ Go to the Kelso School District Web site: www.kelso.wednet.edu
- ☐ Click on JOB OPENINGS and create a user profile – be sure to write down your login and password!

DOCUMENTS NEEDED TO APPLY:

- ☐ A letter of intent
- ☐ Resume
- ☐ Three (3) letters of recommendation
- ☐ Three (3) references – one reference should be from a Supervisor
- ☐ A BUS DRIVING Abstract – obtained from DOL/DMV
- ☐ Online Application – Fill out application and upload all of the above documents

IF YOU NEED ASSISTANCE, CONTACT ANY OF THE FOLLOWING:

- | | | |
|--|------------------------|--|
| <input type="checkbox"/> David McDaniel, Supervisor | (360) 501-1350 | david.mcdaniel@kelsosd.org |
| <input type="checkbox"/> Norma Britt, Driver Trainer | (360) 501-1354 | norma.britt@kelsosd.org |
| <input type="checkbox"/> Human Resources | (360) 501-1900 | human.resources@kelsosd.org |
| <input type="checkbox"/> Human Resources Location: | 601 Crawford St, Kelso | |

Thank you for your interest in becoming a Substitute Bus Driver with the Kelso School District. If you need assistance scanning and/or uploading your documents, please contact any of the above and we'd be happy to help.