



CLASSIFIED EMPLOYMENT APPLICATION

Application for: (exact title as shown on job description)

INSTRUCTIONS: Print in ink or type. Complete all sections. The application represents your ability to do a complete and thorough job. If you need additional space to answer any questions, you may attach extra sheets or resume.

NAME (Last)	(First)	(Middle)	(MAIDEN NAME – If applicable)
SOCIAL SECURITY NUMBER			
<small>Use of social security number is voluntary. Social security numbers are used for identification purposes only.</small>			
STREET ADDRESS OR P.O. BOX		CITY	STATE ZIP CODE
HOME PHONE NUMBER	CELL/MESSAGE PHONE NUMBER		EMAIL ADDRESS

<p>EMPLOYMENT PREFERENCE</p> <p>_____ Full Time _____ Temporary</p> <p>_____ Part Time _____ Substitute</p> <p>_____ A.M. _____ Walk-On Coach</p> <p>_____ P.M. _____ 12 Months</p> <p>_____ _____ Less than 12 Months</p> <p>_____ Other: _____</p>	<p>LICENSES/CERTIFICATES</p> <p><i>California Driver's License</i> – Class _____</p> <p>Number _____ Expires _____</p> <p><i>Other -</i> Class _____</p> <p>Number _____ Expires _____</p>
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EDUCATION: (Circle the highest grade completed)

1 2 3 4 5 6 7 8 9 10 11 12 (GED) 13 14 15 16

List all education and training important to this job.

Name of College/Training Center	Name Of Major/Program	Degree/Certificate Received	Dates Attended (start - finish)

SKILLS:

List any foreign languages you speak (other than English):

1. _____ Read? _____ Write? _____

2. _____ Read? _____ Write? _____

List the office machines you can operate: _____

Typing Speed _____ (wpm) Shorthand Speed _____ (wpm)

OTHER SKILLS (please answer the questions which apply to you):

1. Have you passed the Instructional Aide Proficiency Test? Yes No Date: _____
School District test results are filed with: _____
2. What, if any, grounds/custodian/maintenance equipment can you operate? _____

3. What, if any, cafeteria equipment can you operate? _____

4. a. Do you have any bus driving experience? Yes No If Yes, explain: _____

- b. Has your driver's license ever been revoked or suspended? Yes No If Yes, explain: _____

- c. List any traffic violations you have incurred in the past year: _____

HEALTH DATA:

1. Date of last physical? _____
 2. Are you able to perform the essential functions of the job for which you are applying? Yes No
With () Without () reasonable accommodations.
- If with reasonable accommodations, please explain: _____

LEGAL INFORMATION:

1. If hired, can you provide proof of U.S. Citizenship or the legal right to work in the United States? Yes No
2. Have you ever, under your name or another name, been convicted of (or pleaded guilty or nolo contendere to) a felony which has not been judicially ordered sealed, expunged, or statutorily expunged? Yes No
3. Have you ever, under your name, or another name, been convicted of (or pleaded guilty or nolo contendere to) a misdemeanor? Do not include any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Penal Code Section 1203.4. Yes No
4. Have you ever been convicted of a crime involving theft or a drug-related crime? Yes No
5. Have you ever been convicted of a crime of violence (use/possession of a deadly weapon, assault, battery, stalking, a sexual offense, etc.)? Yes No

Explain any "yes" answers: _____

EMPLOYMENT INFORMATION:

1. Have you ever been discharged by an employer due to a situation involving dishonesty, a crime involving theft, or a drug-related crime? Yes No
2. Have you ever been disciplined or discharged by an employer for sexual harassment? Yes No
3. Have you ever been suspended or terminated from employment or suspended from a job as a result of allegations which might render you unfit to associate with children? Yes No
4. Are you presently on leave status from any public agency? Yes No

Explain any "yes" answers: _____

How did you hear about us? _____ Mountain Press _____ Flyer _____ Friend _____ Other (please specify) _____
_____ Internet – Please circle one (Career Builder, SUSD Website, Ed Join, Other)

BEGIN WITH YOUR CURRENT OR MOST RECENT EXPERIENCE: List any pertinent experience you believe qualifies you for the position. Completion of this section is very important as this may be used as a reference during the screening process. If additional space is needed, you may attach supplemental sheets or resume.

Current (or last) Employer		Address	City, State, Zip Code	Phone
Job Title		Description of Duties		Supervisor's Name
From	To	Reason for Leaving		
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Previous Employer		Address	City, State, Zip Code	Phone
Job Title		Description of Duties		Supervisor's Name
From	To	Reason for Leaving		

Previous Employer		Address	City, State, Zip Code	Phone
Job Title		Description of Duties		Supervisor's Name
From	To	Reason for Leaving		

Previous Employer		Address	City, State, Zip Code	Phone
Job Title		Description of Duties		Supervisor's Name
From	To	Reason for Leaving		

<p>If offered a job with Sierra Unified School District, are you willing to:</p> <p>1. Be fingerprinted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Submit a current TB skin test or chest X-ray? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Provide original social security card per Fresno County Office of Education regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Abide by all District policies and procedures governing conduct and safety? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

PLEASE READ CAREFULLY AND SIGN: I certify that the above statements are true to the best of my knowledge and understand that any misstatement of facts contained in this application will be cause for rejection of the application, removal of my name from the eligibility list, or discharge from the Sierra Unified School District. I also understand that fingerprints and a background check must be processed before hiring can be approved.

Signature _____ Date _____

SIERRA UNIFIED SCHOOL DISTRICT

IMPORTANT NOTICE

THE FOLLOWING WAIVER CONTAINS IMPORTANT LEGAL CONSEQUENCES. THEREFORE, PLEASE READ THE WAIVER COMPLETELY AND CAREFULLY BEFORE SIGNING.

Waiver Agreement

I, the undersigned applicant for employment, hereby certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment are true and complete. I understand that if employed, false or incomplete statements on this application shall be sufficient cause for dismissal.

I understand that, as part of my application for employment, a routine inquiry will be made of my former employer(s) requesting information concerning my character, general reputation, personal characteristics, and work habits.

I hereby authorize Sierra Unified School District to investigate my employment background and all of the statements contained in my employment application. I agree to defend, indemnify, and hold the District harmless for its reasonable investigation of my employability.

I hereby waive any past, present, and future claims, based on any theory or theories of recovery, which I have, or which may later accrue to me, against Sierra Unified School District or its officers, agents, or employees, arising by reason of any matter related to the District's provision of information regarding my employment to prospective employers.

I hereby authorize Sierra Unified School District to investigate my employment background and all of the statements contained in my employment application. I agree to defend, indemnify, and hold Sierra Unified School District harmless for its reasonable investigation of my employability.

I authorize any prior employer to provide my personnel file to Sierra Unified School District.

I waive the right to hold those persons whose names I have listed as references and the former employers listed on my employment application liable with respect to any damages which I might sustain as a result of their responses, whether oral or written, regarding my character, general reputation, personal characteristics and work habits.

I authorize a copy of this document to be furnished to my references and former employers.

Date

Applicant's Signature

An Equal Opportunity Employer Notice of Nondiscrimination:

The Sierra Unified School District is an Equal-Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, gender identity, gender expression or sexual orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment.