

Alpine County Office of Education**Alpine County Unified School District***Patrick Traynor, Ph.D., Superintendent*

43 Hawkside Drive, Markleeville, CA 96120-9522

PHONE (530) 694-2230 FAX (530) 694-2379

APPLICATION FOR CLASSIFIED EMPLOYMENT

Any offer of employment is subject to a criminal history check and any person will be barred from employment if he or she has a prior conviction for a serious or violent felony as specified, refer to Penal Code Sections 1192.7 and 667.5 (unless the applicant has obtained a certificate of rehabilitation and pardon, or if for a serious felony, a court finding of rehabilitation). Prospective employees will be given consideration for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, or non job-related medical conditions or physical handicaps.

Date: _____ Position Applied For: _____

PERSONAL INFORMATION

LAST NAME	FIRST	MI	FORMER NAMES
STREET ADDRESS			DAYTIME PHONE
MAILING ADDRESS (If different than above)			
CITY, STATE, ZIP			EVENING PHONE
SOCIAL SECURITY NUMBER (NOTE: Social Security Number is optional. Failure to submit number on this form will not prohibit employment consideration.)		E-MAIL ADDRESS and/or FAX NUMBER	
Are you able to perform the essential functions required of the position for which you are making application with or without reasonable accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO		If employed, could you furnish verification of your legal right to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO	
What type of work are you available for? <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SUBSTITUTE			

ADDITIONAL EMPLOYMENT INFORMATION

An explanation is required for all YES answers. Attach an additional page if more room is needed.

Are you now or have you ever been employed by the Alpine County Unified School District or the Alpine County Superintendent of Schools?
 YES NO

Have you ever been convicted of a felony or misdemeanor? YES NO
 If yes, explain when, where, and disposition of case(s). NOTE: A conviction may not necessarily disqualify you from the job for which you have applied.

Do you belong to any professional or technical organizations? YES NO
 List names or organization and length of affiliation:

Do you possess any special skills, such as:

Typing Speed: _____ wpm Shorthand Speed: _____ wpm

Other: _____

Do you speak a language other than English? YES NO

If yes, what type of language? _____

Foreign Language Reading Skills	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Foreign Language Verbal Skills	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Foreign Language Writing Skills	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair

WORK EXPERIENCE

Dates From / To	Employer Name and Address	Job Title and Duties	Beginning and Ending Salary	Supervisor's Name	Telephone

EDUCATIONAL AND PROFESSIONAL PREPARATION

High School/Vocational School/ College/University Names and Address	Diploma/Degree Certificate Type	Major	Minor	Grad. Date

IF NOT A HIGH SCHOOL GRADUATE, ARE YOU CLAIMING GED EQUIVIVANT STATUS?

YES NO

Score must be registered at the Civil Service Office.

PROFESSIONAL REFERENCES

Name of Reference Please use references other than those supervisors listed on the employment section of this application.	Position	How Long Associated?	Telephone Number
1.			
2.			
3.			

PERSONAL REFERENCES

Name of Reference	Profession	How Long Associated?	Telephone Number
1.			
2.			
3.			

SIGNED STATEMENT

My signature below authorizes the school district/county office of education to conduct a background investigation and authorizes release of information in connection with my application for employment. Further, I hold harmless any individual or firm for any information that they may provide in this investigation which may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation, hereby release the school district/county office of education and the reference source from any/all liability in connection with its release or use. This release includes but is not limited to the sources cited above and specific examples as follows: Law enforcement agencies and any Locality to which they may refer for release of information pertaining to any finds of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district/county office of education.

Name: _____ Date: _____