

**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:** \_\_\_\_\_

| <b>PERSONAL INFORMATION</b>  |       |  |               |
|--|-------|--|---------------|
| 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                            |       |  |               |

| <b>ADDITIONAL EMPLOYMENT INFORMATION</b>   |                                    |                               |                               |
|--|------------------------------------|-------------------------------|-------------------------------|
| <b>An explanation is required for all YES answers. Attach an additional page if more room is needed.</b>   |                                    |                               |                               |
| Are you now or have you ever been employed by the Alpine County Unified School District or the Alpine County Superintendent of Schools?<br><input type="checkbox"/> YES <input type="checkbox"/> NO  |                                    |                               |                               |
| Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>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? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>List names or organization and length of affiliation:<br>_____<br>_____  |                                    |                               |                               |
| Do you possess any special skills, such as:<br>Typing Speed: _____ wpm                      Shorthand Speed: _____ wpm<br>Other: _____<br>_____  |                                    |                               |                               |
| Do you speak a language other than English? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>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<br>From / To | Employer Name<br>and Address | Job Title and Duties | Supervisor's Name | Telephone |
|--------------------|------------------------------|----------------------|-------------------|-----------|
|                    |                              |                      |                   |           |
|                    |                              |                      |                   |           |
|                    |                              |                      |                   |           |
|                    |                              |                      |                   |           |
|                    |                              |                      |                   |           |

## EDUCATIONAL AND PROFESSIONAL PREPARATION

| High School/Vocational School/<br>College/University Names and Address | Diploma/Degree<br>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

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

### PERSONAL REFERENCES

| <b>Name of Reference</b> | <b>Profession</b> | <b>How Long Associated?</b> | <b>Telephone Number</b> |
|--------------------------|-------------------|-----------------------------|-------------------------|
| 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: \_\_\_\_\_

**Alpine County & USD  
Board Policy  
Nondiscrimination In Employment**

BP 4030  
**Personnel**

The Governing Board is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

(cf. 1240 - Volunteer Assistance)  
(cf. 4111/4211/4311 - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

(cf. 4151/4251/4351 - Employee Compensation)  
(cf. 4154/4254/4354 - Health and Welfare Benefits)

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

- a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

- b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

- c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

- d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition

(cf. 4032 - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs  
12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.101-35.190 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
100.6 Compliance information  
104.7 Designation of responsible employee for Section 504  
104.8 Notice  
106.8 Designation of responsible employee and adoption of grievance procedures  
106.9 Dissemination of policy  
110.1-110.39 Nondiscrimination on the basis of age  
COURT DECISIONS  
Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863  
Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS  
California Law Prohibits Workplace Discrimination and Harassment, December 2014  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Notice of Non-Discrimination, August 2010  
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS  
Questions and Answers: Religious Discrimination in the Workplace, 2008  
New Compliance Manual Section 15: Race and Color Discrimination, April 2006  
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999  
WEB SITES  
California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
adopted: August 8, 2017 Markleeville, California