

JEFFERSON UNION HIGH SCHOOL DISTRICT  
ADMINISTRATIVE OFFICES <> SERRAMONTE DEL REY  
699 Serramonte Boulevard, #100 <> Daly City, CA 94015  
Phone: (650)550-7900 <> Fax: (650)550-7888

**CLASSIFIED EMPLOYMENT APPLICATION**  
An Equal Opportunity & Affirmative Action Employer

**IMPORTANT INSTRUCTIONS: Please complete in pen or type: ANSWER ALL QUESTIONS.**

(\*) **POSITION APPLIED FOR:** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_

Mr.  Check appropriate box: Male  Female  Phone: Home: \_\_\_\_\_  
Mrs.  Cell: \_\_\_\_\_  
Ms.  Work: \_\_\_\_\_

Email: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**EDUCATION & TRAINING**

**Circle Highest Grade Completed:**

Grade School: 1 2 3 4 5 6 7 8 High School: 1 2 3 4 College: 1 2 3 4 Post Graduate: \_\_\_\_\_

Other Training: \_\_\_\_\_ Certificates: \_\_\_\_\_

Do you type? Yes  No  Speed \_\_\_\_\_

List other office machines and/or mechanical equipment used: \_\_\_\_\_

List other skills relevant to position(s) for which you are applying: \_\_\_\_\_

Have you ever been a member of the Armed Services of the United States or in a State Militia? Yes  No

Did your military experience have any relationship to the position for which you have applied? Yes  No

If yes, explain: \_\_\_\_\_

Have you ever been employed with this District before? Yes  No  When: \_\_\_\_\_

What jobs? \_\_\_\_\_

May we contact present/previous employer(s) as to your qualifications? Yes  No

(We will contact only with your approval)

**REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL JOB FUNCTIONS. TO THE BEST OF YOUR KNOWLEDGE, WILL YOU REQUIRE ANY ACCOMMODATIONS TO PERFORM THIS POSITION? Yes  No**

**If yes, please explain:** \_\_\_\_\_

Do you have any relatives already employed by this District? Yes  No  If yes, please list their name(s).  
\_\_\_\_\_

Have you ever been convicted in a Civil/Criminal Court Action? Yes  No  (Exclude traffic violations resulting in a fine less than \$75). (If yes, give date, place, nature and disposition of each offense on the reverse or on a separate sheet; if in doubt, state all details). \_\_\_\_\_

**NOTICE: Fingerprinting is required.** School districts may not employ persons convicted of narcotics (drug) or sex offenses.

To be completed if required for job(s) for which you are applying:

Driver's License: Yes  No  State: \_\_\_\_\_ School Bus Driver Certificate: Type 1  Type 2   
If hired, would you be able to provide documents establishing your identify and your legal right to work in the United States? Yes  No

**RACE/ETHNICITY INFORMATION: (PLEASE COMPLETE THE INFORMATION BELOW)** The information in this section is voluntary. Federal guidelines require that we gather race/ethnicity information on all new employees. It is requested under the conditions of Section 1233 of the California Government Code which permits collection of ethnic background data on employment applicants. This data is to be used solely for implementing and improving our Affirmative Action Program and will have no bearing on your application. This sheet is coded according to the position for which you are applying, not according to name. It will be placed separately in a non-public file, accessible only for research purposes.

**Ethnic Background:**  Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race)  
 **NOT** Hispanic or Latino

**WHAT IS YOUR RACE?** (You may check up to five). The above section is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race(s) to be:  Chinese  Japanese  Korean  Vietnamese  Asian Indian  Laotian  Cambodian  Hmong  Samoan  Tahitian  Other Asian  Guamanian  Hawaiian  Other Pacific Islander  Filipino/Filipino American  African American or Black  American Indian or Alaskan Native (Persons with origins in any of the original people of North, Central or South America)  White (Person having origins in any of the original peoples of Europe, North Africa, Northwestern Asia or the Middle East)

**(\* NOTE:** Certain positions require a written test prior to consideration. **EMPLOYMENT HISTORY:** Please list all jobs you have held in the last ten (10) years. Please list current or most current jobs first. Include U.S. Military Service, if any. **You may attach a resume instead or additional sheets, if necessary.**

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Did you supervise others? Number: \_\_\_\_\_  
Date Employed: \_\_\_\_\_ Date Left: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Did you supervise others? Number: \_\_\_\_\_  
Date Employed: \_\_\_\_\_ Date Left: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Did you supervise others? Number: \_\_\_\_\_  
Date Employed: \_\_\_\_\_ Date Left: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_

I hereby certify under penalty of perjury that all statements made in this application are true and complete, and understand that any misstatements of material facts may be subject to disqualification or dismissal.

Date: \_\_\_\_\_ Signature (in full) \_\_\_\_\_