

# JEFFERSON UNION HIGH SCHOOL DISTRICT CLASSIFIED EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER

Position:		Date Filed:
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	First Name:	
	Last Name:	
Address:		Phone- Home:
City/State/Zip:		Phone- Cell:
Email:		

Circle Highest Grade Completed:			
Grade School: 1 2 3 4 5 6 7 8	High School: 9 10 11 12	College: 1 2 3 4	Post Graduate:
Other Training:		Certificates:	
Do you type? <input type="checkbox"/> Yes <input type="checkbox"/> No    Speed:			
List other office machines and /or mechanical equipment used:			
List other skills relevant to the 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your military experience have any relationship to the position for which you have applied? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, explain:			
To be completed if required for job(s) for which you are applying:			
Driver's License: <input type="checkbox"/> Yes <input type="checkbox"/> No		State:	
School Bus Driver Certification: <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2			

Have you ever been employed with this District before?	[ ] Yes    [ ] No
When: _____	
What position(s): _____	
May we contact present/previous employer(s) as to your qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(We will contact only with your approval)</i>	
<b>REASONABLE ACCOMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL JOB FUCTIONS. TO THE BEST OF YOUR KNOWLEDGE, WILL YOU REQUIRE ANY ACCOMODATIONS TO PERFORM THIS POSITION?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:	
Do you have any relatives already employed by this district? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please list their name(s): _____	

Have you ever been convicted in a Civil/ Criminal Court Action?	[ ] Yes    [ ] No
<i>(Exclude traffic violations resulting in a fine less than \$75).</i>	
Date: _____	
Place: _____	
Nature/Disposition of each offense: <i>(If in doubt, state all details)</i>	

<b>NOTICE: <u>Fingerprinting is required.</u> School districts may not employ persons convicted of narcotics (drug) or sex offenses.</b>	
If hired, would you be able to provide documents establishing your identity 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.

<b>Ethnic Background:</b>	<input type="checkbox"/> <b>Hispanic or Latino</b> (A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race)
	<input type="checkbox"/> <b>NOT Hispanic or Latino</b>
<b>What is your race:</b> (You may check up to 5)	<p><i>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:</i></p> <p> <input type="checkbox"/> Chinese    <input type="checkbox"/> Japanese    <input type="checkbox"/> Korean    <input type="checkbox"/> Vietnamese    <input type="checkbox"/> Asian Indian    <input type="checkbox"/> Laotian    <input type="checkbox"/> Cambodian  <input type="checkbox"/> Guamanian    <input type="checkbox"/> Samoan    <input type="checkbox"/> Tahitian    <input type="checkbox"/> Other Asian    <input type="checkbox"/> Hmong    <input type="checkbox"/> Hawaiian  <input type="checkbox"/> Other Pacifica Islander    <input type="checkbox"/> Filipino/Filipino American    <input type="checkbox"/> African American or Black  <input type="checkbox"/> American Indian or Alaskan Native (<i>Persons with origins in any of the original people of North, Central or South America</i>)  <input type="checkbox"/> White (<i>Persons having origins in any of the original peoples of Europe, North Africa, Northwestern Asia or the Middle East</i>) </p>

**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.

<b>Employer:</b>	<b>Position Held:</b>
<b>Address:</b>	<b>Type of Business:</b>
<b>City, State, Zip:</b>	<b>Supervisor name/title:</b>
<b>Date Employed:</b>	<b>Phone Number:</b>
<b>Date left:</b>	<b>Did you supervise others—how many?</b>
<b>Duties:</b>	
<b>Reason for Leaving:</b>	

<b>Employer:</b>	<b>Position Held:</b>
<b>Address:</b>	<b>Type of Business:</b>
<b>City, State, Zip:</b>	<b>Supervisor name/title:</b>
<b>Date Employed:</b>	<b>Phone Number:</b>
<b>Date left:</b>	<b>Did you supervise others—how many?</b>
<b>Duties:</b>	
<b>Reason for Leaving:</b>	

<b>Employer:</b>	<b>Position Held:</b>
<b>Address:</b>	<b>Type of Business:</b>
<b>City, State, Zip:</b>	<b>Supervisor name/title:</b>
<b>Date Employed:</b>	<b>Phone Number:</b>
<b>Date left:</b>	<b>Did you supervise others—how many?</b>
<b>Duties:</b>	
<b>Reason for Leaving:</b>	

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.

<b>Signature (in full):</b>	<b>Date:</b>
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