

ARMONA UNION ELEMENTARY SCHOOL DISTRICT

11115 C Street, P.O. Box 368, Armona, CA 93230 • (559) 583-5000

Fax (559) 583-5004

CLASSIFIED EMPLOYMENT APPLICATION

POSITION DESIRED: _____

APPLICATION REQUIREMENTS

- AUESD Application Form and Resume
- Two Recent Letters of Reference

See back page for application guidelines and employment information

PERSONAL INFORMATION

Name _____

Social Security Number _____

Address _____

City _____ State _____ Zip _____

Home Phone# (_____) _____ Work Phone# (_____) _____

Fax # (_____) _____ Cellular # (_____) _____

E-Mail Address _____

Have you ever worked for a county office of education?

Yes No

Have you ever worked for a school district?

Yes No

If YES, when, where and in what capacity _____

Reason for Leaving _____

Are you related to any employee of this organization? Yes No If YES, list name and relationship to you _____

Have you been dismissed or asked to resign from any position? Yes No

If yes, a letter of explanation must accompany application.

How many jobs have you held in the past ten (10) years? _____

EMPLOYMENT RECORD

- *A resume is not acceptable in place of completing the following. Unless spaces are completed in accordance with the instructions, application will be rejected.*
- *List all paid experience in chronological order, most recent first for past 10 years. Please account for all gaps in employment. May require a separate sheet of paper.*
- *Use a separate block for each job title (even those with the same employer).*
- *Include U.S. Military schooling or training.*

(1) Employer _____

Address _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? Yes No Work phone # (_____) _____

This job was: Seasonal Temporary Permanent Substitute Full Time Part Time

Job Duties: _____

Reason for leaving position _____

(2) Employer _____

Address _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? Yes No Work phone # (_____) _____

This job was: Seasonal Temporary Permanent Substitute Full Time Part Time

Job Duties: _____

Reason for leaving position _____

(3) Employer _____

Address _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? Yes No Work phone # (_____) _____

This job was: Seasonal Temporary Permanent Substitute Full Time Part Time

Job Duties: _____

Reason for leaving position _____

EMPLOYMENT REFERENCES

- (1) Position Held _____ Employer _____
Address _____
Name and Title of Immediate Supervisor _____
Work phone # (_____) _____ Dates: From _____ To _____
- (2) Position Held _____ Employer _____
Address _____
Name and Title of Immediate Supervisor _____
Work phone # (_____) _____ Dates: From _____ To _____
- (3) Position Held _____ Employer _____
Address _____
Name and Title of Immediate Supervisor _____
Work phone # (_____) _____ Dates: From _____ To _____

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

Are you a High School Graduate? Yes No If you are not a graduate, highest grade attained? _____

- (1) Name of College or University _____
Address _____
Field of Study: Major _____ Minor _____
Dates Attended: From _____ To _____ Degree Awarded _____
- (2) Name of College or University _____
Address _____
Field of Study: Major _____ Minor _____
Dates Attended: From _____ To _____ Degree Awarded _____
- (3) Name of College or University _____
Address _____
Field of Study: Major _____ Minor _____
Dates Attended: From _____ To _____ Degree Awarded _____

Number of Post Baccalaureate Units: _____ Semester Quarter
(Correct number of units are very important as they are used to determine salary placement.)

List languages, other than English, that you are familiar with *(If this position does not require bilingual skills, this question is optional)*

- (1) _____ (2) _____
 Read Speak Write Fluent Some Read Speak Write Fluent Some

EMPLOYMENT INFORMATION

Candidates for certain positions may be required to pass a physical exam as condition of employment.

Candidates for Bus Driver positions and other positions requiring the operation of a commercial vehicle must pass a drug test after employment has been offered; all employees in such positions are subject to random, reasonable-suspicion, and post-accident alcohol and drug testing.

Prior to employment, applicants may be asked to satisfactorily demonstrate required knowledge, skills and abilities, e.g. typing tests, CODESP test, proficiency tests, driving skill, or other job-related tests.

Prior to employment, fingerprinting for a criminal background investigation is required at the applicant's expense.

- No person shall be employed or retained in employment by a school district who has been convicted of any sex offense as defined in the Penal Code or Welfare and Institutions Code.
- No person shall be employed or retained in employment of a school district who has been convicted of a controlled substance offense as defined in the Health and Safety Code. (Rehabilitated applicants may be considered for employment at the discretion of the District's Board of Trustees, if rehabilitation was completed at least five years ago.)
- No person shall be employed or retained in employment who has been convicted of a serious or violent felony as defined the Education Code Section 45122.1.

A valid California Driver's License and a current DMV printout will be required at the time of employment is offered for all positions which require the operation of a District motor vehicle. These positions include, but are not limited to Bus Driver, Custodian, Delivery Worker, Grounds and Maintenance positions, Mail individual and any other position where driving is essential.

All hiring decisions and offers of employment are contingent upon final approval by the Board of Trustees of the Armona Union Elementary School District

REQUIRED APPLICANT STATEMENT

Please answer all questions with a check (✓) in the appropriate box.

- (1) Have you ever been convicted of a felony or a misdemeanor? Yes No
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, *novo contendere* (no contest) and/or a finding of guilty by a judge or jury. If YES, a letter of explanation must accompany your application.
- (2) Can you, after employment, submit verification of your legal right to work in the United States? Yes No
- (3) Do you object to the contacting of references other than those provided? Yes No
- (4) Do you have a physical defect, impediments, operation, recent or past which might in any way hinder your ability to perform the job for which you are applying? Yes No
If yes, what can be done to accommodate your limitation(s): _____

- (5) Have you taken and passed the Kings County Office of Education's CODESP (Paraprofessional) Exam (If yes, please attach a copy). Yes No
- (6) Do you have an Associates Degree, which qualifies you to work as a paraprofessional? (If yes, please attach a copy). Yes No
- (7) Have you taken and passed the California High School Exit Exam (CAHSEE)? Yes No
- (8) If you have not taken and passed the CAHSEE Exam, have you taken and passed the Kings County Office of Education's Proficiency Exam? (If yes, please attach a copy) Yes No

APPLICATION GUIDELINES

Thank you for your interest in employment with the Armona Union Elementary School District. Please keep in mind the following important suggestions as you prepare your application.

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes and other supplemental material sent under separate cover include you name and the position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. Human Resources CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of the Armona Union Elementary School District. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.
- (8) No faxed applications will be accepted.

THE ARMONA UNION ELEMENTARY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The Armona Union Elementary School District does not discriminate on the basis of actual or perceived race, ethnic group, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation, at any district site and/or activity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to perform the essential functions of the position for which application has been made.

APPLICANT CERTIFICATION

My signature below authorizes the Armona Union Elementary School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include requesting information of criminal or civil convictions, driving records, present employer, previous employers, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference sources from any liability in connection with release or use of such information.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they will be relied upon in considering my employment, and I understand that any false statement, misrepresentation, or omission of material facts on this application, or any supplement to it, will be sufficient grounds for my rejection for employment, or for discharge should I become employed with the Armona Union Elementary School District. I understand that acceptance of a position in the Armona Union Elementary School District indicates willingness to accept assignment to any position with the job classification for which hired, at any school/department within the district.

I certify that I have read and understand all the information on this application for employment.

Date: _____ Signature of Applicant: _____

PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO

Armona Union Elementary School District
Human Resources Department
Post Office Box 368 (mailing)
11115 C Street (physical)
Armona, California 93202
(559) 583-5000 X 101
Human Resources E-mail: cggarcia@kings.k12.ca.us
Equal Opportunity Employer