

DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT

5805 High School Way
Dunsmuir, CA 96025

530.235.4835
530.235.2224 fax

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER

A separate application is required for each position. To determine if a supplemental application is required, please check the vacancy notice.

Candidates shall be required to submit proof of U.S. Citizenship or legal U.S. residence if hired. Minimum age limit is (a) 18 or (b) 16 with either a work permit, high school diploma, or high school certificate of proficiency. Each candidate selected for employment will be fingerprinted and have a pre-employment drug test. Some positions require a medical examination at employee's expense. Prior to employment, the selected candidate will be required to furnish negative T.B. test results.

In completing this application, please be reminded that the law protects the rights for equal employment opportunity regardless of race, religion, creed, color, sex, age, physical or mental disability, sexual orientation, marital status or national origin; employment or rejection shall be based upon job related qualifications.

TYPE or PRINT using BLUE or BLACK INK ONLY. Complete all sections legibly. Please use section #20 for additional space and information. Incomplete application may disqualify a candidate.

1. Title of Position: _____

If you are applying for a "volunteer" position, please check

2. Name: (Print) _____

(Last)

(First)

(M I)

3. Mailing Address: _____

4. Telephone Number (home): _____

5. Telephone Number (other): _____

6. Do you have a valid California driver's license? Yes, Type: _____ No

If not, can you acquire a California driver's license if required for employment? Yes No

7. Did you graduate from high school? Yes No

If not, do you have any of the following?

- Certificate of Completion
- G.E.D. Certificate
- High School Certificate of Proficiency

8. Name and location of high school from which you graduated:

_____ Year Graduated _____

9. Post Secondary Education:

Name	Location	Dates	Major	Units/Date of Degree
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10. List job-related training you have had. Include type, where acquired, and length of training.

11. Technical licenses or certificates earned. Please attach copies of all certificates.

(Paraprofessional positions require candidates to have or be able to qualify for appropriate credentialing.)

License or certificate	Verification	State Issued	Date Issued	Date Expires
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12. What job-related machines/equipment can you operate? (Review vacancy notice for specific requirements, if any.) _____

13. What languages besides English can you speak and write fluently? (Complete only if required or desirable minimum qualification on vacancy notice.)

14. Are you able to perform the tasks of this position as contained in the job description, with or without accommodation? Yes No

If you need reasonable accommodation, how would you perform the tasks, and with what accommodation(s)? _____

15. Have you ever been dismissed or asked to resign? Yes No
If yes, explain? _____

16. Have you ever been convicted by any court of any offense? Yes No
If your answer is yes, list all offenses on a separate sheet of paper showing the location, nature, and disposition of each offense, and then sign, date, and staple the sheet to this application.

THE FOLLOWING NEED NOT BE REPORTED: (1) minor traffic violations for which the fine was \$150.00 or less; (2) any offense which was finally settled in juvenile court or under a welfare youth offender law; (3) any incident that has been sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45; (4) any conviction specified in Health and Safety Code Section 11361.5. A fingerprint check is required on all employees.

Please be advised that being convicted of any criminal offense, felony, misdemeanor, or citation does not necessarily disqualify you for employment eligibility. All employment selections shall be based upon job-related qualifications.

17. Describe any job related volunteer experience you have had. Include dates (month- year), number of hours per week, location and contact person.

18. List your work history. Begin with your PRESENT or MOST RECENT job, and list in reverse order. List self-employment and periods of unemployment in excess of six months separately. You may list each promotion as a separate job or describe it in Section 20. All information must be provided as requested. Failure to do so may result in application being rejected as incomplete. This section must be completed even though a resume is attached. **Please list all work for the last 10 years.**

Dates of Work: From _____ To _____ F/T ___ P/T ___ Last Salary \$ _____ per _____

Job Title: _____

Name of Company or Employer: _____

Address: _____

Telephone: _____

Supervisor's Name and Title: _____

Reason for Leaving: _____

Describe your duties: _____

Dates of Work: From _____ To _____ F/T ___ P/T ___ Last Salary \$ _____ per _____

Job Title: _____

Name of Company or Employer: _____

Address: _____

Telephone: _____

Supervisor's Name and Title: _____

Reason for Leaving: _____

Describe your duties: _____

Dates of Work: From _____ To _____ F/T ___ P/T ___ Last Salary \$ _____ per _____

Job Title: _____

Name of Company or Employer: _____

Address: _____

Telephone: _____

Supervisor's Name and Title _____

Reason for Leaving: _____

Describe your duties _____

Dates of Work: From _____ To _____ F/T ___ P/T ___ Last Salary \$ _____ per _____

Job Title: _____

Name of Company or Employer: _____

Address: _____

Telephone: _____

Supervisor's Name and Title _____

Reason for Leaving: _____

Describe your duties _____

19. Use this section to describe in greater detail any aspect of your experience and/or activities that are particularly appropriate to the position for which you are applying. _____

20. Only Certificated Candidates should complete a. through d. below

Please be advised that candidates shall be required to have or obtain appropriate credential prior to starting date. Please attach copies of all credentials.

a. List California credential(s) now held, including CLAD, and expiration date(s):

b. List out-of-state credential(s) now held and expiration date(s):

c. If you have no credential currently, have you applied for one? Yes No

Date applied: _____ Type: _____

Where: _____

d. Student teaching: List master teacher(s) and college supervisor (*new teachers only*).

Name	Position	Phone	Address
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONDITIONS OF APPLICATION

You will undergo A RIGOROUS, IN-DEPTH BACKGROUND INVESTIGATION FOR A POSITION WITH THE Dunsmuir Joint Union High School District (DJUHSD). This background investigation will be conducted so that the DJUHSD can verify it will be employing an individual who is not only capable of carrying out the essential functions of this position, but an individual who has proven him/herself capable of working with young persons and with organizational assets with a minimum of direct supervision.

The DJUHSD will be contacting your references and other individuals and organizations knowledgeable of you to ascertain your ability to perform the essential job functions of the position for which you have applied and who may yield some information as to your character, reliability, and fitness for employment with the DJUHSD.

The DJUHSD will be soliciting the opinions of your references and others regarding the above-described qualities. These opinions, whether communicated to this office in writing, orally, or otherwise, are and will be considered “confidential communications.” These communications are privileged pursuant to California Civil Code Section 47. As such, you understand and agree that you will not have access to, nor will you be permitted to review or contests, the opinions of those who submit responses to this investigation. (California Labor Code 1198.5, California Education Code 44031.)

The DJUHSD certifies that the information requested will be used solely for the purpose of employment and will not be used in violation of any applicable federal or state Equal Employment Opportunity laws of regulations.

Upon selection for employment, and as a condition of employment, selected candidates will submit to fingerprinting as required by law and pre-employment drug testing per Board Policy. The fingerprinting submission will be sent to both State and Federal authorities and must be returned and authorized for school employment prior to contact with students. The fingerprinting process includes a subsequent arrest notification for incidents occurring after the initial submission. Any offer of employment is conditional upon the results of such being acceptable to the Dunsmuir Joint Union High School District.

I agree that the Dunsmuir Joint Union High School District and its employees and my previous employers and their employees shall not be held liable in any respect if an employment offer is not tendered, is withdrawn, or my employment is terminated because of false statement, answers, or omissions made by me in this application. I hereby release said employers, schools, or persons from all liability for any damages whatsoever for issuing this information.

I declare under penalty of perjury that the information given on this application and any other supporting documentation and resume is true and correct in all particulars and that all material information regarding me and my employment history is included and that there is no material omission there from. I understand that my failure to include any material information and that any false information and/or willful or negligent failure to disclose any requested information will constitute sufficient grounds to terminate my employment without notice.

Print Name

Applicant's Signature

Date