

# SELMA UNIFIED SCHOOL DISTRICT

## APPLICATION FOR CLASSIFIED EMPLOYMENT

3036 Thompson Avenue  
Selma, California 93662

Office # 559-898-6500

Position(s) for which you are applying: 1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Select: ☐ Full Time ☐ 10 Months (Sept-June)  
☐ Part Time ☐ 12 Months

(Last)

(First)

(Middle Initial)

(Street)

(City)

(State)

(Zip)

Education Record	Name	Location City/State	Course of Study	Years Completed	Diploma/Degree Y/N
High School					
College/ University/ Technical School					

- List any licenses or certificates you possess. Provide the following information:

a. Title \_\_\_\_\_ b. License No. \_\_\_\_\_ c. State Issued \_\_\_\_\_  
d. Date Issued \_\_\_\_\_ e. Expiration date \_\_\_\_\_

- Do you hold a valid California Driver's license: Yes / No (*circle one*) # \_\_\_\_\_ Expires: \_\_\_\_\_
- Has your license ever been revoked or suspended? Yes / No (*circle one*)
- List any traffic violations in the past year: \_\_\_\_\_
- Bus driver experience: \_\_\_\_\_ (*years*)
- Typing speed: \_\_\_\_\_ wpm (verification must be attached for Secretarial/Clerical positions)
- List machines/equipment you are able to operate for cafeteria, grounds, maintenance or office work:

- List any other language(s) other than English in which you are proficient: \_\_\_\_\_  
☐ Speak ☐ Read ☐ Write

- Have you ever been employed by the Selma Unified School District? \_\_\_\_ Yes \_\_\_\_ No
- If yes, what position: \_\_\_\_\_ start date \_\_\_\_\_ end date \_\_\_\_\_
- Have you ever been terminated or asked to resign from a job? \_\_\_\_ Yes \_\_\_\_ No Explain any "yes" answers: \_\_\_\_\_
- Are you able to perform the functions of the position you seek? \_\_\_\_ Yes \_\_\_\_ No
- If no, what reasonable accommodations are you requesting?

- Availability for employment? ☐ Immediate ☐ Two (2) week notice ☐ Other

Official use only: DOH: \_\_\_\_\_ Classification: \_\_\_\_\_ Range: \_\_\_\_\_ Step: \_\_\_\_\_ Location: \_\_\_\_\_

## EMPLOYMENT HISTORY

1. Provide complete information for each employment during the past ten (10 years) – a separate resume is encouraged but not a substitute for this section.
2. List your present or most recent job first.
3. Use a separate block for each job title (even with same employer).
4. IN ORDER FOR YOUR APPLICATION TO BE GIVEN FULL CONSIDERATION, CORRECT NAMES, ADDRESSES AND PHONE NUMBERS MUST BE FURNISHED FOR ALL JOBS HELD.
5. If you require additional space, please submit as an attachment.

<b>Employer:</b> _____	<b>Job Title:</b> _____	<b>Dates Employed</b>
Address: _____ _____	Work Performed: _____ _____	From: Mo / Day / Yr _____
Phone: _____	_____	To: Mo / Day / Yr _____
Reason for Leaving: _____ _____	Supervisor's Name: _____	

<b>Employer:</b> _____	<b>Job Title:</b> _____	<b>Dates Employed</b>
Address: _____ _____	Work Performed: _____ _____	From: Mo / Day / Yr _____
Phone: _____	_____	To: Mo / Day / Yr _____
Reason for Leaving: _____ _____	Supervisor's Name: _____	

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<b>Employer:</b> _____	<b>Job Title:</b> _____	<b>Dates Employed</b>
Address: _____ _____	Work Performed: _____ _____	From: Mo / Day / Yr _____
Phone: _____	_____	To: Mo / Day / Yr _____
Reason for Leaving: _____ _____	Supervisor's Name: _____	

For reference purposes, may we contact your current or most recent employer? \_\_\_\_\_

I, the undersigned applicant for employment, hereby certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment are true and complete. I understand, if employed, false or incomplete statements on this application shall be sufficient cause for cancellation of this application and/or dismissal as an employee.

Signature \_\_\_\_\_

Date \_\_\_\_\_

The Selma Unified School District is committed to equal employment opportunities for all individuals. District practices shall be free from unlawful discrimination, harassment, intimidation, and bullying against an individual or group based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. If any applicant or employee believes he/she has been discriminated against, harassed, intimidated, or bullied based on any of the aforementioned categories, contact the compliance officer: Asst. Superintendent, Human Resources, 3036 Thompson Ave., Selma, CA 93662, (559) 898-6500, ext. 46507.

# **SELMA UNIFIED SCHOOL DISTRICT**

## **CLASSIFIED EMPLOYMENT APPLICATION**

**THE FOLLOWING WAIVER CONTAINS IMPORTANT LEGAL CONSEQUENCES. THEREFORE, PLEASE READ THE WAIVER COMPLETELY AND CAREFULLY BEFORE SIGNING.**

### **Waiver Agreement**

I understand that, as part of my application for employment, a routine inquiry will be made of my former employer(s) requesting information concerning my character, general reputation, personal characteristics, and work habits.

I hereby authorize Selma Unified School District to investigate my employment background and all of the statements contained in my employment application. I agree to defend, indemnify, and hold the District harmless for its reasonable investigation of my employability.

I waive the right to hold those persons whose names I have listed as references and the former employers listed on my employment application liable with respect to any damages which I might sustain as a result of their responses, whether oral or written, regarding my character, general reputation, personal characteristics and work habits.

I understand if employed I must be fingerprinted; pass required tests; verify a negative TB test, pass a physical exam, if requested, and verify ability to work legally in the United States.

I understand, I must serve a one-year probationary period and may be released at any time during that period without further explanation.

I authorize a copy of this document to be furnished to my references and former employers.

**Applicant:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

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