

**APPLICATION FOR CLASSIFIED EMPLOYMENT  
PALERMO UNION SCHOOL DISTRICT  
7390 Bulldog Way, Palermo, CA 95968 - TELEPHONE: (530) 533-4842**

Please use typewriter or dark ink to complete form.

Principal or Department Head Initials \_\_\_\_\_

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Last) (First) (Middle or Maiden)

**ADDRESS:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_  
(Number) (Street)  
\_\_\_\_\_  
(City) (State) (ZIP) **MESSAGE TELEPHONE:** \_\_\_\_\_

**POSITION(S) APPLIED FOR:** \_\_\_\_\_ **SOCIAL SECURITY NO.:** \_\_\_\_\_ - -

What language other than English do you speak, read, or write? \_\_\_\_\_

- Have you been employed in a California school district within the last 39 months? Yes [ ] No [ ]
- Have you ever been dismissed, or asked to resign, from any position? Yes [ ] No [ ]
- Have you ever been convicted for anything other than a minor traffic violation? Yes [ ] No [ ]
- If you are NOT a U.S. Citizen, do you have the legal right to work in the United States? Yes [ ] No [ ]
- Do you have any physical or mental conditions which would adversely affect your ability to perform the duties of the position you seek? Yes [ ] No [ ]
- If yes, how can we accommodate you? \_\_\_\_\_

*(For each question answered yes, please explain in writing the circumstances and attach the statement to this form.)*

**EDUCATIONAL BACKGROUND:**

Circle the highest grade completed: 8 or Less 8 9 10 11 12 13 14 15 16

- Have you graduated from high school? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you passed the GED in lieu of high school? Yes \_\_\_\_\_ No \_\_\_\_\_

| College/University and Location | Attended From/To | # of Units/Degree(s) | Major | Minor |
|---------------------------------|------------------|----------------------|-------|-------|
| _____                           | _____            | _____                | _____ | _____ |
| _____                           | _____            | _____                | _____ | _____ |
| _____                           | _____            | _____                | _____ | _____ |

| Vocational/Business/Trade/Correspondence Schools | Attended From/To | Subject/Certificate |
|--|------------------|---------------------|
| _____  | _____            | _____               |
| _____  | _____            | _____               |
| _____  | _____            | _____               |

**SKILLS:**

- [ ] Calculator
- [ ] Dictaphone
- [ ] Sign Language
- [ ] Secretarial
- [ ] Computer/Programs (List Programs)
- [ ] Typewriter Speed: \_\_\_\_\_ WPM
- [ ] Shorthand Speed: \_\_\_\_\_ WPM
- [ ] Accounting
- [ ] Clerical/Filing/Reception
- [ ] Data Processing
- [ ] Instructional Aide
- [ ] Media Center/Library
- [ ] Personnel
- [ ] Other: \_\_\_\_\_

**INSTRUCTIONAL SUPPORT POSITION APPLICANTS:**

Have you passed the Instructional Aide Proficiency Test? IF YES, ATTACH CERTIFICATE. Yes \_\_\_\_\_ No \_\_\_\_\_

(Please complete reverse side also)

**JOB HISTORY (List present or last job first):**

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary Per Month: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary Per Month: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary Per Month: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
**COMMUNITY/VOLUNTEER EXPERIENCE:**

\_\_\_\_\_  
\_\_\_\_\_

**READ AND SIGN:**

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. Further, I hold harmless any individual or firm for any information that it may provide in this investigation which may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, 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 source from any liability in connection with its release or use. This release includes the sources listed above and specific examples as follows: law enforcement agencies and information for any Locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or false answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Failure to submit any portion of the requested materials by the deadline or failure to meet the qualifications of the job announcement may result in the applicant's not being considered.

**WE ARE AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The District does not discriminate based upon sex, race, color, national origin, religion, ancestry, physical disability, mental disability, age, marital status, or medical condition.