



SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

500 E. Santa Barbara St., Santa Paula, CA 93060 (805) 933-8890
santapaulausd.org

CLASSIFIED EMPLOYMENT APPLICATION

INSTRUCTIONS: Print in ink or type. Information on this application will be used to assess your skills and background. Answer all questions completely and accurately. It is your responsibility to assure that your application contains sufficient detail for us to determine your qualifications. An incomplete or unreadable application may result in disqualification from the recruitment process. If you need additional spaces to answer any questions, attach supplemental sheets. A supplemental questionnaire and/or certification may also be required, please check the job announcement for additional application requirements. An application must be submitted for each position. **Applications must be received by 3:30 p.m. on the filing deadline. Postmarks will not be accepted.**

Print the exact title of the position you are applying for: _____

Last Name		First	Middle	
Street Address or P.O. Box		City	State	Zip Code
Home Phone #	Work Phone#	Cell #	Email Address (if applicable)	

EDUCATION and TRAINING (NOTE: You may be required to submit verification of coursework/education.)

Have you graduated from High School or passed the GED? YES ___ NO ___

Name of School and location: _____

COLLEGES, UNIVERSITIES AND/OR TRADE SCHOOL	LOCATION	CLASS/PROGRAM	# OF UNITS	DEGREE

ADDITIONAL INFORMATION:

Language(s), other than English: SPANISH: Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> OTHER: _____ Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/>	LICENSES/CERTIFICATIONS: CDL: # _____ Exp. Date: _____ OTHER: _____
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Are you currently or have you been previously employed by Santa Paula Unified School District? YES NO

ADDITIONAL INFORMATION RELATED TO THIS POSITION:

Knowledge of machines or equipment: _____

Computer or software skills: _____

Other skills: _____

EXPERIENCE: THIS SECTION MUST BE COMPLETED. RÉSUMÉS ARE NOT ACCEPTED IN LIEU OF THIS COMPLETED APPLICATION. Begin with your present or most recent experience. This application is used as a reference during the examination process. List any pertinent experience you believe qualifies you for the position. Begin with your present or most recent experience. Account for all time during the last **ten years**, including any gaps in your employment history. You may attach additional sheets if needed to complete this application. You may also attach a resume with your completed application.

Employer/Company Name:		Describe your duties:	
Address: (Street Address)			
(City, State, Zip)			
Title of Position:		Reason for Leaving:	
Employment Dates:		Supervisor's Name:	Supervisor's Phone Number:
From:	To:		

Employer/Company Name:		Describe your duties:	
Address: (Street Address)			
(City, State, Zip)			
Title of Position:		Reason for Leaving:	
Employment Dates:		Supervisor's Name:	Supervisor's Phone Number:
From:	To:		

Employer/Company Name:		Describe your duties:	
Address: (Street Address)			
(City, State, Zip)			
Title of Position:		Reason for Leaving:	
Employment Dates:		Supervisor's Name:	Supervisor's Phone Number:
From:	To:		

Employer/Company Name:		Describe your duties:	
Address: (Street Address)			
(City, State, Zip)			
Title of Position:		Reason for Leaving:	
Employment Dates:		Supervisor's Name:	Supervisor's Phone Number:
From:	To:		

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

PLEASE READ CAREFULLY BEFORE SIGNING: I certify that all statements made in this application are accurate and true to the best of my knowledge. I understand and agree that any misstatements, omissions, or falsifications of material fact, herein will cause forfeiture of all rights, terms, conditions and privileges of employment with the Santa Paula Unified School District. I hereby authorize all previous employers and listed references to give any and all information regarding my employment.

Signature of Applicant: _____ Date: _____

SANTA PAULA UNIFIED SCHOOL DISTRICT
Classified Human Resources Office
 500 E. Santa Barbara St., Santa Paula, CA 93060

CONVICTION REPORT

All applicants MUST complete this form even if applicant has had no convictions.

As a condition of employment, you will be fingerprinted and your fingerprints will be checked by the State Bureau of Identification. A criminal record will not automatically disqualify you from employment. The District may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you are applying, but failure to list all convictions may result in disqualification or dismissal. Employees **will not** be able to begin their assignment until fingerprint clearance has been received by the Human Resources - Classified Office.

Print the exact title of the position for which you are applying:

Last Name	First	Middle	
Street Address or P.O. Box	City	State	Zip Code
Home Phone #	Work Phone#	Cell #	Email Address (if applicable)

CONVICTIONS: Have you ever been convicted of a felony or misdemeanor, or currently have a felony or misdemeanor charge pending? **YES NO**

Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury, or a conviction that has been judicially dismissed or ordered sealed, including expungement granted pursuant to Penal Code §1203.4 (see Education Code §44009). Do not include juvenile offenses or minor traffic violations, or information about arrests, detentions, convictions, or pleas of nolo contendere that may not form the basis of employment decisions pursuant to Labor Code §432.7 and §432.8. Do not include convictions related to the use of Marijuana over two years old.

If your answer to the above question is "yes", list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code §44010 and §44011, except for convictions related to marijuana, if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code §667.6(c) and §1192.7 (c). Please attach a separate sheet explaining the circumstances of each conviction or pending charges and any other information you deem relevant.

CHARGE OR NATURE OF OFFENSE	DATE OFFENSE OCCURRED	DISPOSITION/PENALTY

*Note: California Labor Code § 432.8's prohibition on asking about marijuana convictions does not apply to Health and Safety Code Section 11359 (possession of marijuana for sale) and Health and Safety Code Section 11378 (possession of a specific controlled substance). These convictions **must** be disclosed.*

I certify and declare under penalty of perjury that the foregoing is true and correct.

SIGNATURE: _____

DATE: _____

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APPLICANT FLOW RECORD

Completion of the applicant flow record is voluntary. The information you provide will be used for statistical purposes only and will not affect the selection process or be used in evaluating your application. Please complete and return this form with your application. **This information will be kept separate from your job application.**

Print the exact title of the position for which you are applying:

Last Name	First	Middle	
Street Address or P.O. Box	City	State	Zip Code
Home Phone #	Work Phone#	Cell #	Email Address (if applicable)

Date of Birth:	Gender: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> NONBINARY <input type="checkbox"/> DECLINE TO STATE <input type="checkbox"/>
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CHECK THE ONE BOX THAT BEST DESCRIBES YOUR ANSWER IN EACH GROUP

HOW DID YOU HEAR OF THIS OPENING?

<input type="checkbox"/> District Job Announcement	<input type="checkbox"/> Organization/Group (Name) _____
<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> District Web Site
<input type="checkbox"/> Newspaper (Name) _____	<input type="checkbox"/> Other _____

EDUCATION:

<input type="checkbox"/> Less than 12 th grade	<input type="checkbox"/> AA/AS
<input type="checkbox"/> HS diploma or GED	<input type="checkbox"/> Bachelor Degree
<input type="checkbox"/> _____ years of college – no degree	<input type="checkbox"/> Graduate Degree

Are you related to anyone who works in the Santa Paula Unified School District? YES NO
 If yes, please list names(s): _____

For this section, indicate here if you are of Hispanic or Latino origin by checking the box below or leaving it blank. Then, regardless of your response, continue on to the "Race" section below and check all boxes for the race(s) you identify with.
 Yes, I am Hispanic or Latino.

<p>ETHNICITY:</p> <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Asian Indian <input type="checkbox"/> African American <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino	<input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Hmong <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Other Asian	<input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Samoan <input type="checkbox"/> Tahitian <input type="checkbox"/> Vietnamese <input type="checkbox"/> White <input type="checkbox"/> Multiple/Decline to State
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I understand that this information is to be used for statistical purposes only and will not affect the selection process. I certify that the above information is true to the best of my knowledge.

Signature: _____ Date: _____