

NEWARK UNIFIED SCHOOL DISTRICT

5715 Musick Avenue Newark, CA 94560

AN EQUAL OPPORTUNITY EMPLOYER

(510) 818 - 4100 © Fax (510) 792 - 9681

Website: www.nusd.k12.ca.us

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Human Resources Department

CLASSIFIED EMPLOYMENT APPLICATION

(Complete the entire form. Resumès are NOT accepted in lieu of an application.)

Please remember to sign and date this form and return it promptly to the Human Resources Office of the Newark Unified School District.

Specific position(s) for which you are applying: _____

Employment Preference / Interest: _____ Full Time _____ Part Time _____ Substitute

Last Name	First	Middle	Other name	Social Security Number (Optional)
Street Address				City/State/Zip Code
Home Phone Number:				Cellular / Work Phone Number:
California Driver's License: <input type="checkbox"/> No <input type="checkbox"/> Yes Class:_____ State:_____ Number_____ Expiration Date:_____				

EDUCATION (List high school education and above only.)

School(s) Attended	Did you graduate?	Diploma / Degree / Certificate	Major (if applicable)

ACADEMIC SKILLS / COMPETENCY

(Please complete only if you are applying for an instructional support / aide position.)

<p>If you have not completed a college degree, have you completed at least 48 <u>semester units</u> of junior college / college / university coursework? () Yes () No</p> <p>If "yes", please submit transcripts / diploma verifying completion along with your application.</p> <p>If "no", have you taken and passed all sections of the CODESP examination for Instructional Support personnel?</p> <p>() Yes Date passed _____ () No</p> <p>If "yes", please provide written proof of passage.</p>
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TECHNOLOGICAL / LANGUAGE SKILLS

Keyboarding - Correct # of Words per Minute: _____	# of Years of Computer Experience: _____	Type of Computer(s) Used: _____	10 Key by Touch: () Yes () No Data Entry: () Yes () No
Software Programs in which you are proficient: <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Word Perfect Others/Please List _____	Number of Years of Experience _____ _____ _____		
Are you bilingual? <input type="checkbox"/> No <input type="checkbox"/> Yes Language(s): _____ () Speak () Read () Write			

EMPLOYMENT HISTORY

Please provide **complete** information for your past employment. Include your PRESENT or most recent job FIRST. Use a separate block for each job title (even those with the same employer). Include U.S. Military schooling or training. If you need additional space, please attach an extra sheet. **In order for your application to be given full consideration, furnish correct names, addresses and phone numbers for all positions and employers.**

Title Full or Part Time	Dates From-To	Total Years	Major Duties / Responsibilities	Supervisor/ Employer Address / Phone	Reason for Leaving
Title: Salary: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # Hours/Week: _____					
Title: Salary: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # Hours/Week: _____					
Title: Salary: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # Hours/Week: _____					
Title: Salary: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # Hours/Week: _____					

REFERENCES

Please list three references who have first-hand knowledge of you and your work. Do **not** include relatives.

Name/Address	Title / Relationship	Telephone Number(s)

IMPORTANT INFORMATION FOR ALL APPLICANTS

All questions below must be answered.

1. Convictions: A conviction may not necessarily disqualify you from the job for which you have applied. Convictions include diversionary offenses, or other offenses that have been plea-bargained or for which you have pleaded no contest. **Failure to reveal convictions is grounds for immediate termination.** Have you had any convictions including felonies or misdemeanors? (Note: You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4)

Yes**

No

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****If you answered "Yes," please attach a statement that includes the nature, code number, disposition, and date of the conviction.**

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Applicant: _____

2. Have you ever had any professional license, degree, or privilege revoked or suspended?

Yes** No

****If you answered "yes," please attach a statement that includes the reason for the revocation, the date of the revocation, and the name and address of the agency revoking the privilege or license.**

3. Have you ever been discharged or asked to resign from a position?

Yes** No

****If you answered "yes," please attach a statement that includes the reason for the discharge or resignation, the date of the discharge or resignation, and the name and address of the employer or organization.**

4. Have you ever voluntarily resigned a position in lieu of being released, non re-elected, or terminated?

Yes No

5. Have you ever been a member of the California Public Employees Retirement System (PERS)?

Yes No

6. If employed, can you produce verification of your legal right to work in the United States?

Yes No

7. I have reviewed the job description(s) for the position(s) for which I have applied. I am capable of performing the essential functions of the position(s) for which I am applying with or without reasonable accommodation.

Yes No

8. I understand that, if selected, I must pass a tuberculosis examination or provide certification that I am free of communicable tuberculosis in accordance with Education Code 49406.

Yes No

9. I understand that, upon selection, some positions may require the successful completion of a physical / strength or other qualifying test. Successful completion of this test is correlated with the ability to perform the duties of the position. I understand that failure to pass such test(s) may invalidate my selection for this position.

Yes No

10. I understand that I will be required to be fingerprinted at my own expense and, in accordance with Assembly Bill 1610 and Education Code 45125, I will not be allowed to begin work until after my fingerprints have cleared by the Department of Justice.

Yes No

11. I understand that my appointment to a position with the Newark Unified School District is subject to the approval of the Board of Education.

Yes No

12. I understand that I will be in probationary status for six months (management probationary period is one year) during which time the District may release me from my position at any time without cause / reason.

Yes No

13. I swear and affirm that all of the information provided in this application and in any attached documents is accurate, not misleading, true, correct, and complete. I understand that any false information, inaccuracies, or incomplete information contained in this application or attachment to this application will constitute grounds for rejection of the application or for termination, if I am hired. I understand that falsification of this application or any documents included with it qualifies as grounds

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for termination under the Education Code for dishonesty.

Yes

No

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Applicant: _____

14. I understand that the Newark Unified School District will contact references that are given on my application as well as individuals that are not shown on my application. I authorize the District to contact these individuals and absolve the District from any liability in regard to my employment references. In addition, I authorize the release of information in regard to my employment and absolve any prior employer or any other individual contacted for a reference from any liability. I agree that this signed form can be faxed to former employers or persons being contacted for a reference and that my faxed signature will serve as an original. If hired, I agree that if I leave the District, the District has my consent to give an accurate and truthful reference to any other employers.

Yes

No

15. Have you ever been employed by the Newark Unified School District?

Yes

No

If "yes", please list your job title and dates of employment: _____

This application will be kept on file for this school year. Notify us promptly if you accept another position.

NOTICE TO ALL APPLICANTS

The Newark Unified School District complies with the rules and regulations contained in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The Newark Unified School District wishes to inform all individuals and organizations that the District does not discriminate on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, marital status, pregnancy, medical condition, color, physical or mental disability, or any other reason prohibited by State and Federal law.

Applicant's	Signature: _____	Date:

NUSD 41-A (3/08)
Class app.doc

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