



Sweetwater Union High School District

HUMAN RESOURCES DEPARTMENT

1130 Fifth Avenue, Chula Vista, CA 91911-2896

Telephone: (619) 691-5530 • Fax (619) 420-6836 & (619) 407-4905 • www.suhsd.k12.ca.us

Application For Classified Employment

Please read carefully before completing the application. Answer all questions but give only the information requested. This application will not be considered unless it is complete and legibly filled out.

PERSONAL DATA

Date _____, 20____

Name in Full _____
Last Name First Name in Full Middle Name in Full (Other Name-Optional)

Present Address _____
Number Street Address Apt. City State ZIP Code

Telephone No. (Home) _____ (Business) _____ Ext. _____

Social Security No. _____ (Message) _____ Ext. _____

Are you? Under 18 18-70 Over 70 years of age. Are you a United States Citizen, or do you have the legal right to work in the United States? Yes _____ No _____

NOTE: If hired, you may be required to show proof of citizenship or legal right to work in the United States.

Language Proficiency (self-assessment): Do you speak a language or languages other than English? Yes _____ No _____

If you answered yes, please assess your level of proficiency using the following criteria:

1. Routine travel needs and minimum courtesy requirements.
2. Routine social demands and limited work requirements.
3. Sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.
4. Full proficiency
5. Native proficiency

LANGUAGE (specify language)	LEVEL OF PROFICIENCY (circle appropriate level)				
	1	2	3	4	5
	1	2	3	4	5

Do you have transportation available for use in the event your job requires you to travel during working hours? Yes _____ No _____

Do you have any handicap, a disability, or medical condition that limits your job performance? Yes _____ No _____

If the answer is "YES," please explain: _____

Have you been convicted of a felony? Yes _____ No _____. If the answer is "YES," attach a written statement to this form explaining the circumstances in detail.

Within the past seven years, have you been convicted of a misdemeanor that resulted in imprisonment? Yes _____ No _____

If the answer is "YES," attach a written statement to this form explaining the circumstances in detail.

If employed, you will be fingerprinted. A record of conviction may not disqualify you from employment, but failure to itemize all convictions as indicated above, may result in dismissal.

INTERESTS AND AVAILABILITY

My primary area of employment interest is as a(n) _____ Insert Job Title

However, I am interested in being considered for positions in the specialized areas checked below:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Computer Technology | <input type="checkbox"/> Gardening | <input type="checkbox"/> Purchasing |
| <input type="checkbox"/> Clerical/Secretarial | <input type="checkbox"/> Duplicating | <input type="checkbox"/> Instructional Assistant | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Food Services | <input type="checkbox"/> Maintenance | |

Other(s) _____

I am interested in:

- | | | |
|--|---|--|
| <input type="checkbox"/> 10-month employment | <input type="checkbox"/> day employment | <input type="checkbox"/> full-time employment |
| <input type="checkbox"/> 11-month employment | <input type="checkbox"/> evening employment | <input type="checkbox"/> temporary employment |
| <input type="checkbox"/> 12-month employment | <input type="checkbox"/> part-time employment | <input type="checkbox"/> Substitute employment (on call and as needed) |

"Maximizing achievement for South County 7th – 12th grade students and adult learners"

"The Sweetwater Union High School District does not discriminate with regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability and/or physical disability, age, marital or parental status or any other unlawful consideration." SUHSD Board Policy #2224

SKILLS

What equipment or machines, relative to the position for which you are applying, do you have skill in operating?

Typing: _____ net words per minute – complete this section if applicable to position for which you are applying

Shorthand: _____ words per minute – complete this section if applicable to position for which you are applying

NOTE: If applying for a position requiring typing and/or shorthand skills, certification of skills will be required. Original certificate(s), having issuance date(s) within the last twelve months, must be presented to the Human Resources Department.

EDUCATIONAL AND PROFESSIONAL TRAINING

	NAME OF INSTITUTION ATTENDED	STATE	DATES ATTENDED		Degree or Diploma Received
			FROM Mo. & Yr.	TO Mo. & Yr.	
High School					
Business College					
College or University					
Graduate Work					
Special Training					

EMPLOYMENT EXPERIENCE

List all present and past employment experience, beginning with your most recent employment - - attach a separate sheet if necessary. Occupational experience, subject to verification, to meet the criteria of a job specification will be based upon this application only. Initial wage/salary placement is limited to occupational experience performed within the last ten years immediately preceding date of employment.

NAME AND ADDRESS OF COMPANY:	FROM		TO		JOB TITLE: _____ List Primary Duties:
	Mo.	Yr.	Mo.	Yr.	
	Hours Per Week		Monthly Salary		
			\$		
Telephone: ()					

Name of Supervisor: _____

Title: _____

If currently employed, may this employer be contacted for a reference?

Yes _____ No _____

Reason for leaving: _____

NAME AND ADDRESS OF COMPANY:	FROM		TO		JOB TITLE: _____ List Primary Duties:
	Mo.	Yr.	Mo.	Yr.	
	Hours Per Week		Monthly Salary		
			\$		
Telephone: ()					

Name of Supervisor: _____

Title: _____

Reason for leaving: _____

EMPLOYMENT EXPERIENCE (continue)

NAME AND ADDRESS OF COMPANY:	FROM		TO		JOB TITLE: _____ List Primary Duties:
	Mo.	Yr.	Mo.	Yr.	
	Hours Per Week		Monthly Salary		
		\$			
Telephone: ()					

Name of Supervisor: _____ Title: _____

Reason for leaving: _____

NAME AND ADDRESS OF COMPANY:	FROM		TO		JOB TITLE: _____ List Primary Duties:
	Mo.	Yr.	Mo.	Yr.	
	Hours Per Week		Monthly Salary		
		\$			
Telephone: ()					

Name of Supervisor: _____ Title: _____

Reason for leaving: _____

NAME AND ADDRESS OF COMPANY:	FROM		TO		JOB TITLE: _____ List Primary Duties:
	Mo.	Yr.	Mo.	Yr.	
	Hours Per Week		Monthly Salary		
		\$			
Telephone: ()					

Name of Supervisor: _____ Title: _____

Reason for leaving: _____

NAME AND ADDRESS OF COMPANY:	FROM		TO		JOB TITLE: _____ List Primary Duties:
	Mo.	Yr.	Mo.	Yr.	
	Hours Per Week		Monthly Salary		
		\$			
Telephone: ()					

Name of Supervisor: _____ Title: _____

Reason for leaving: _____

WORK-RELATED REFERENCES - DO NOT LIST RELATIVES OR FRIENDS

Include only names of supervisors or people who know of your work performance.

NOTE: Three (3) work-related references are **required**, with the **exception** of those who have not held previous employment. The same people whom you will give the three confidential reference forms (form No. 8014), included in this application, may be the ones listed below.

Please make sure you have complete addresses including zip codes.

NAME	JOB TITLE	Complete Address and ZIP Code
		Telephone: ()

NAME	JOB TITLE	Complete Address and ZIP Code
		Telephone: ()

NAME	JOB TITLE	Complete Address and ZIP Code
		Telephone: ()

NAME	JOB TITLE	Complete Address and ZIP Code
		Telephone: ()

I HEREBY CERTIFY that all statements made hereon are true and correct to the best of my knowledge and I understand that any false statements will subject me to disqualification or dismissal. I authorize the Sweetwater Union High School District to obtain information concerning me from any source, including former employers. I release from all liability persons and organizations reporting information required by this application.