

FORTUNA UNION HIGH SCHOOL DISTRICT

Classified Service Application Form

Note: Please read instructions on back page prior to completing this form.

INFORMATION FOR CANDIDATES

Thank you for your interest in serving the Fortuna Union High School District. Because your eligibility to participate in this selection process will be largely determined on the basis of the information provided in the initial application paperwork, it is essential that your application and its supporting records be complete and accurate in every respect. Resumes and vitas will be accepted; however, a completed application form is required in order for you to be considered for the position. Therefore, do not use the phrase "see resume" or similar in the application or you will be subject to disqualification from the screening process.

To assist you in this procedure, we are providing these additional instructions for preparing the enclosed application materials:

1. Applications are to be submitted only by persons who meet all of the required qualifications as indicated in the job specifications. Please review a copy of the job description before preparing the application.
2. The application requires great care in preparation. The skill used in selecting, organizing, and summarizing your training and experience materially aids the work of the selection committee and is, in itself, a part of the evaluation. Every item should have either an entry or the word "none" or "not applicable." It is recommended that applicants use a typewriter in completing these forms.
3. Verification of technical skills or certificates of completion for training programs may be provided with application. In some instances, providing current skills certificates will permit a waiver of competency tests otherwise required for employment. Contact the Superintendent's Office if you have specific questions.
4. Letters of recommendation from prior employers, supervisors, and/or training instructors are desirable and should accompany application if available and if they would assist in determining your overall qualifications for the vacant position(s) you are seeking.

Be sure to check the position announcement to see if any additional information is required to be submitted in addition to this application form.

Completed application papers must be filed with the Superintendent's Office no later than the deadline shown on the announcement. Candidates are encouraged to return their applications as early as possible.

The Fortuna Union High School District is proud to support the principals of Equal Employment Opportunity and Affirmative Action and does not illegally discriminate against applicants on any basis protected by law. For more information on EEO/AA policies, please contact the Superintendent's Office.

Position(s) Applied For: _____

I prefer: Full-time Part-time On-call Days/Hours Desired (if on call): _____

Name: _____ Date: _____

Address: _____

Home Telephone: (_____) _____ Office Telephone: (_____) _____

Date Available for Employment: _____

Have you previously worked for us? Yes No If yes, when? _____

ALL SCHOOL EMPLOYEES ARE REQUIRED TO BE TESTED FOR TUBERCULOSIS AND MUST PRESENT EVIDENCE OF FREEDOM FROM THE DISEASE. SOME POSITIONS REQUIRE THAT THE SUCCESSFUL APPLICANT PASS A PHYSICAL EXAMINATION BEFORE EMPLOYMENT. SOCIAL SECURITY CARD AND VERIFICATION OF EMPLOYMENT ELIGIBILITY WILL BE REQUIRED AT TIME OF EMPLOYMENT. ALL PERSONS APPOINTED TO POSITIONS WITH THE OFFICE OF EDUCATION WILL BE FINGERPRINTED (Ed. Code Section 45125), AND APPLICANTS UNDER 18 YEARS OF AGE WHO HAVE NOT COMPLETED HIGH SCHOOL OR ITS EQUIVALENT MUST PROVIDE A WORK PERMIT AND MUST RECEIVE CLEARANCE BEFORE EMPLOYMENT.

EDUCATION AND TRAINING

School or Institute	Name and Location	No. of Years	Did you Graduate?	Course of Study	Degree or Certificate
High School			Yes/No		
Jr. College			Yes/No		
Other college or University			Yes/No		
Graduate School			Yes/No		
Business, Voc., Trade or Service Schools			Yes/No		

Licenses/Certificates: List any licenses or certificates you possess that qualify you for employment in your desired position(s): _____

Languages you can read, speak or write if use of a language other than English is relevant to the job for which you are making application: _____ Sign Language? (Type of Sign: _____)

TECHNICAL SKILLS: (mark only if applicable to opening) **Skill Level**

	Yes	No	Speed	Beg.	Int.	Adv.
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shorthand	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dictaphone	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculator	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word Processing	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Operator	<input type="checkbox"/>	<input type="checkbox"/>	Note below*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programming	<input type="checkbox"/>	<input type="checkbox"/>	Note below*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If applying for an Instructional Aide position, you must pass the basic competency test required by the State of California **PRIOR to employment. Please indicate your present status in relation to this requirement:**

Yes, I passed the basic competency test on _____, 19 ____

No, I have not passed the basic competency test as of the date of this application.

*Specify language and/or equipment used previously: _____

EMPLOYMENT HISTORY

List all jobs and any periods of unemployment in the last ten years. Include any military service.

Current or Most Recent Employment

Position Title:	Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>
Employer : Address:	Employment Dates: From: To:
Major Duties:	Salary upon leaving:
	Reason for leaving
Immediate Supervisor:	Phone Number: ()

Former Employer

Position Title:	Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>
Employer : Address:	Employment Dates: From: To:
Major Duties:	Salary upon leaving:
	Reason for leaving
Immediate Supervisor:	Phone Number: ()

Former Employer

Position Title:	Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>
Employer : Address:	Employment Dates: From: To:
Major Duties:	Salary upon leaving:
	Reason for leaving
Immediate Supervisor:	Phone Number: ()

Former Employer

Position Title:	Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>
Employer : Address:	Employment Dates: From: To:
Major Duties:	Salary upon leaving:
	Reason for leaving
Immediate Supervisor:	Phone Number: ()

Describe any previous volunteer or unpaid service which is related to job opening or which made use of similar job related skills. Specify nature of work performed, organization, length of service. _____

Please summarize any additional job related information which may be helpful in determining your qualifications for this position, i.e. describe special skills, abilities and/or training that would enhance your preparation for the position.

REFERENCES: (Six references are requested from all applicants.)

- a. **Required References:** Other than current supervisor listed previously, you should list as references those individuals under whom you served for a minimum of one year during the previous ten years.
- b. **Optional References:** You may list other professional references who are capable of attesting to your ability to perform in the position(s) for which you have applied.

(Check box "a" if it is a **REQUIRED** reference, and box "b" if it is an **OPTIONAL** reference.)

a	b	Name	Current Position	Address	Telephone

Do you claim a Veteran's preference? Yes No

If yes, appropriate documentation of service/discharge must accompany this application.

Have you ever been convicted of a felony? (A conviction will not necessarily disqualify you from employment.)

Yes No If yes, please submit confidential letter of explanation with application.

I certify that I meet all the minimum requirements as specified in the position announcement and/or job description and that all information contained in this application and in the supplementary material filed with it is true and accurate. I authorize the contact of any present* or former employer to verify any information pertaining to this application, and I release from liability any persons or other organizations furnishing such information. I understand that any false statements or omissions of material facts on this application will subject me to disqualification or dismissal if employed.

Date _____ Signature _____

*Note: If you wish that present employers not be contacted, you must submit notification to us with this application and specify your reasons for such request.