

EDUCATION AND TRAINING

Type	Name of School/Address	Major Subject	Units Completed	Degree/Certification
High School				
University or College(s)				
Trade, Professional School or Other, Military				

EMPLOYMENT HISTORY

Please identify your work experience, paid or unpaid, beginning with your most recent position. Please fully account for all time, including periods of unemployment, military time, school, etc. A resume may be attached, but does not substitute for completing this application. Use additional sheets if necessary.

Name of last/present employer	Supervisor's Name	Your key duties & major responsibilities	Start Date	End Date
Street Address	Supervisor's Title		Total Time	Final Pay
City State	Your Title		Reason for leaving.	
Phone #				
Name of last/present employer	Supervisor's Name	Your key duties & major responsibilities	Start Date	End Date
Street Address	Supervisor's Title		Total Time	Final Pay
City State	Your Title		Reason for leaving.	
Phone #				
Name of last/present employer	Supervisor's Name	Your key duties & major responsibilities	Start Date	End Date
Street Address	Supervisor's Title		Total Time	Final Pay
City State	Your Title		Reason for leaving.	
Phone #				
Name of last/present employer	Supervisor's Name	Your key duties & major responsibilities	Start Date	End Date
Street Address	Supervisor's Title		Total Time	Final Pay
City State	Your Title		Reason for leaving.	
Phone #				

Phone #		May we contact now? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name of last/present employer	Supervisor's Name	Your key duties & major responsibilities	Start Date	End Date
Street Address	Supervisor's Title		Total Time	Final Pay
City State	Your Title		Reason for leaving.	
Phone #				

Explain fully any gaps in your employment history: _____

Have you ever been terminated or asked to resign from any job? Yes No If Yes, explain: _____

PERSONAL REFERENCES

List three personal references of persons who know you well - NOT previous employers or relatives.

Name: _____
 Address: _____
 Phone # _____ Years Known: _____

Name: _____
 Address: _____
 Phone # _____ Years Known: _____

Name: _____
 Address: _____
 Phone # _____ Years Known: _____

CERTIFICATION

In the event of my employment to a position in this District, I will comply with all rules and regulations of this District. I understand that the District reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination and related tests to

the District. I also understand that I may be required to take other tests such as personality and honesty tests, prior to employment and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I understand that the District may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I further understand that the District may contact my previous employers and I authorize those employers to disclose to the District all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the District, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide the District with any pertinent information that they may have

regarding myself.

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

If you have any questions regarding this statement, please ask a District representative before signing. I hereby acknowledge that I have read the above statements and understand the same.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT AND AGREEMENT.

Signature of Applicant: _____ Date: _____

In accordance with State Law, the information required below shall be used for statistical purposes only. It will enable the District to evaluate more effectively its recruitment and selection procedures. This information will be kept confidential and separate from the application form. Refusing to provide this information will have no impact on the evaluation process. Thank you for your assistance.

Position Applied For: _____ Date: _____ Male Female

Ethnic Origin (please check only one):

- White (not of Hispanic origin): "White" includes White, Anglo-Saxons, Europeans & persons of Indo-European, No. African or Middle Eastern origin.
- Black (not of Hispanic origin): "Black" includes Blacks, Afro-Americans, persons of Jamaican, Trinidadian & West Indian descent.
- Asian: "Asian" includes Asian-Americans & persons having originals in the Far East. Southeast Asia, or the Indian subcontinent.
- American Indian: "American Indian" includes persons who identify themselves, or are known as such, by virtue of tribal associations, including Alaskan Native.
- Hispanic: "Hispanic" includes all persons Mexican, Chicano, Latino and of Puerto Rican, Cuban, Central or South American or Spanish descent.
- Filipino: "Filipino" includes persons having origins in the Philippine Islands.
- Other (Please Specify): _____

In accordance with the Americans with Disabilities Act, and to insure that our application process is accessible, the District is willing to assist qualified individuals with disabilities with reasonable accommodation so they may participate in the examination process. Please call the District if you require any reasonable accommodation.

JOB SOURCE INFORMATION

Please indicate where you learned of this job vacancy:

- Newspaper (please specify): _____
- Job Flyer posted at another District
- State Employment Office
- Professional Journal or Newsletter (please specify): _____
- Website (please specify): _____
- Friend or Relative