

Classified/Management Application
Grossmont Union High School District
P.O. Box 1043, La Mesa, CA 91944-1043
(619) 644-8020 Fax: (619) 644-8490
 (Click, complete, print, sign)

Instructions: Read carefully and answer all questions. Please make complete and up-to-date statements of your personal history and qualifications. False statements may be cause for rejection or discharge after appointment. Please use a typewriter or print in ink.

POSITION DESIRED: _____ **Job Notice #** _____

PERSONAL DATA

First Name	Middle Initial	Last Name	Social Security Number
Address (number & street)		Home Phone (Area Code/Number)	
(city, zip)		Business/Message Phone	
e-mail address		Cellular Phone	

Available for: Full Time Part-time Regular employment Substitute employment

Do you have the legal right to work in the United States? Yes No (Proof of identity and employment eligibility will be required.)

Are you under 18 years of age? Yes No (Applicants under 18 may be required to provide a work permit.)

Complete the following information as required for the position for which you are applying:

<input type="checkbox"/> First Aid	Expiration Date:	Languages (fluently speak/read/write)	<input type="checkbox"/> Typing
<input type="checkbox"/> CPR Certification	Expiration Date:	<input type="checkbox"/> Spanish	Net wpm:
<input type="checkbox"/> Food Handler's Card	Expiration Date:	<input type="checkbox"/> Other	
<input type="checkbox"/> CA Driver's license	Expiration Date:	<input type="checkbox"/> Sign Language	
Computer skills:			
Other skills/qualifications which will be of special benefit in this position:			

EDUCATION AND TRAINING

NAME OF HIGH SCHOOL ATTENDED	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	IF YOU DID NOT GRADUATE, DID YOU PASS A G.E.D.? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree (Yes/No)
Name/Location of Colleges, Universities, and/or Trade Schools	Major Subject/Field	

EMPLOYMENT INFORMATION

Are you presently or have you ever worked for the Grossmont Union High School District? Yes No

If yes, please indicate:

Job Title: _____

Dates employed:

School/Department _____

From: _____ To: _____

Reason for leaving: _____

Begin with your most recent job. List all paid and unpaid work experience in the last 10 years. Also, list any jobs you held more than 10 years ago, which related to the duties of the job for which you are applying. If you need to attach additional information, please use the format below. A resume may be attached, but will not be accepted in lieu of the requested information below.

DATES	DUTIES	EMPLOYERS
From (Mo/Yr)	YOUR TITLE	NAME OF LAST EMPLOYER
	YOUR DUTIES:	TYPE OF BUSINESS
To (Mo/Yr)		ADDRESS (NUMBER & STREET)
		CITY/STATE/ZIP CODE
Total Time (Yrs/Months)		SUPERVISOR'S NAME
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	REASON FOR LEAVING:	TELEPHONE ()
From (Mo/Yr)	YOUR TITLE	NAME OF LAST EMPLOYER
	YOUR DUTIES:	TYPE OF BUSINESS
To (Mo/Yr)		ADDRESS (NUMBER & STREET)
		CITY/STATE/ZIP CODE
Total Time (Yrs/Months)		SUPERVISOR'S NAME
	REASON FOR LEAVING:	TELEPHONE ()
From (Mo/Yr)	YOUR TITLE	NAME OF LAST EMPLOYER
	YOUR DUTIES:	TYPE OF BUSINESS
To (Mo/Yr)		ADDRESS (NUMBER & STREET)
		CITY/STATE/ZIP CODE
Total Time (Yrs/Months)		SUPERVISOR'S NAME
	REASON FOR LEAVING:	TELEPHONE ()

I authorize release of any prior employment information or records to verify statements made on this application. I hereby certify that all statements on this application are true and complete, and that any misstatement or omission of material facts will subject me to disqualification or dismissal.

Signature of Applicant: _____

Date: _____

APPLICATION SUPPLEMENT

Criminal Conviction

It is important that you be truthful. A falsified application may result in disqualification, removal of name from an eligibility list, and/or termination from employment.

Position for which you are applying: _____

Have you, ever been convicted of a misdemeanor or felony? This includes driving under the influence of alcohol or drugs (DUI) and/or possession of marijuana. This does not include minor traffic violations.

YES NO

Nature of Offense (Brief Description)	Date Mo/Yr	Location (City & State)	Disposition	Penal Code Violation #

Comments:

Declaration

I declare that I have read and understand all of the questions and statements listed above and the answers that I have given are true and correct.

Signature of Applicant: _____ ***Date signed:*** _____

Printed Name: _____

Grossmont Union High School District

Name of Applicant (Last, First, Middle)

Position Applied For

Date

Can you perform the essential functions listed on the job description with or without accommodation?

Yes No

I am requesting that you contact me regarding test process accommodation.

Yes No

Confidential Statistical Data

The confidential information requested below is necessary for reporting statistical information to the state and federal government. This information will be detached from your application. It will not be made available to any person involved in the hiring process or used in any way to make employment decisions. Completion of this form is voluntary. Your participation is appreciated.

Please check one response for each question:

What is your ethnic origin?

- Black
- Hispanic (Mexican or Spanish descent, Puerto Rican, Central or South American, Cuban)
- Asian or Pacific Islander
- Native American Indian or Alaskan Native
- White, not of Hispanic Origin
- Filipino

What is your gender?

- Male
- Female

What is your Veteran status?

- Served in Vietnam, Gulf, WWII or Korea
- Veteran other than those listed above who served in time of war or national emergency declared by President of U.S.
- Non-veteran

What is your age group?

- Under 21
- 21 – 39
- 40 or over

How did you learn of this position?

- GUHSD Personnel Office
- Job Hotline
- Newspaper – which one?
 - North County Times
 - Union Tribune
 - PennySaver
 - Other _____
- GUHSD Employee
- Community Agency _____
- GUHD Web Page
- SD County Office of Education Web Page
- EDD Web Page
- Other _____

Accommodation: In compliance with the Americans with Disabilities Act, applicants requiring accommodation for an employment examination must notify the Human Resources Office.

RELEASE OF INFORMATION STATEMENT

I hereby release the Grossmont Union High School District Superintendent of Schools or his/her designee to conduct a background investigation in order to assess my eligibility for a position requiring a high level of reliability and trustworthiness. I authorize all persons who may have information relevant to this investigation to disclose it (including photocopies where requested) to the Grossmont Union High School District Superintendent of Schools or his/her designee, and I release all persons from liability on account of such disclosure. I understand that the investigation may include verification of past employment, education, residential history, and opinions of references. By signing this release of information statement, I relinquish the right to any information released or given during my reference check.

I authorize that a photocopy of my signature below may be used to obtain information regarding the investigation. Furthermore, in the event that I leave employment with the District, I authorize the District to share relevant information regarding my employment and release all persons from liability on account of such disclosure.

Signature of Applicant

Printed Name of Applicant

Date