



# Hanford Elementary School District

714 N. White Street  
Phone (559) 585-3619

P.O. Box 1067  
Fax (559) 584-8013

Hanford, California 93232  
www.hesd.k12.ca.us

## CLASSIFIED EMPLOYMENT APPLICATION

**NOTE: ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED.** References to other documents such as resumes will not be accepted in place of completing any portion of the application. Incomplete applications will be rejected. This application will remain active for a period of six (6) months from date submitted.

### PERSONAL DATA

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle (Please provide the last four digits of SS#)

Present Address \_\_\_\_\_  
Number Street City State Zip

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Driver's License: State \_\_\_\_\_ Class \_\_\_\_\_ No. \_\_\_\_\_ Expires \_\_\_\_\_  
(If position requires driving)

Position(s) applying for \_\_\_\_\_ Date available \_\_\_\_\_

	YES	NO
HESD Employment - Are you now or have you ever been employed by HESD? If YES, please state when and the position(s) held: _____		
Have you ever applied to this school district before? If YES, please state when and for what position. Date: _____ Position: _____		
Are any of your relatives currently employed by HESD? If so, please give name(s). _____		
Federal law requires proof of legal right to work in the United States. Can you, after employment, submit verification of your legal right to work in the United States?		
State law requires a criminal record check for all public school employees. A criminal record will not automatically disqualify you from employment. The District may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you are applying, but failure to list all convictions may result in disqualification or dismissal. <b>Have you ever been convicted of a felony or misdemeanor, or currently have a felony or misdemeanor charges pending?</b> If YES, go to "Fingerprinting for Criminal Background Investigation" on page 4 and list convictions.		
Employment Dismissals - Have you ever been dismissed from any employment or asked to resign? If YES, give details: _____		
References - For reference purposes, do we have your consent to contact any or all of the references and employers you listed on this application? List exception(s), if any: _____		
For which types of employment are you available? (select all that apply) <input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/> Substitute (on call, as needed) <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. <input type="checkbox"/> Daytime <input type="checkbox"/> P.M./Evening		

### THE HANFORD ELEMENTARY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The Hanford Elementary School District does not discriminate on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation at any district site and/or activity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to perform the essential functions of the position for which application has been made. Review [BP/AR 4030](#) for more information.

## EDUCATION AND SKILLS

Note: If a high school diploma, college degree, or other educational certification is required for the position for which you apply, a copy must be attached to this application.

Name and Location of School/College	K-8 Schools				High School				College/University		Total Units Earned _____
	5	6	7	8	9	10	11	12			
Grade Completed (circle)										Associate Degree: <input type="checkbox"/>	
					Diploma _____				Major: _____		
					GED _____				Bachelor's Degree: <input type="checkbox"/>		
									Major: _____		
									Master's Degree: <input type="checkbox"/>		
									Major: _____		
Describe any specialized training, apprenticeship, or skills, and list certificates held.											
State any additional skills and abilities you feel may be helpful to us in considering you for employment.											

### Clerical Applicants Only (Indicate number of years of experience in office skills listed below.)

ACCOUNTING/YEARS _____	TYPING/YEARS _____ WPM _____	WORD PROCESSING/YEARS _____
CALCULATOR/YEARS _____	SHORTHAND/YEARS _____ WPM _____	SPREADSHEET/YEARS _____
By Touch: ___YES ___NO	PERSONAL COMPUTER/YEARS _____	DATABASE/YEARS _____

### Paraprofessional Applicants in Alternative Education, Bilingual Aide, Media Services Aide, Special Education/Special Circumstance, Educational Tutor, Educational Interpreter, READY Tutor, and READY Site Lead:

1. Have you taken the High School Minimum Proficiency Tests? \_\_\_Yes (Attach copy of scores) \_\_\_No
2. Are you qualified to work as a paraprofessional (classroom aide)? Do you have two years of college or have you passed an approved paraprofessional exam certifying that you are qualified? \_\_\_Yes \_\_\_No  
If yes, please attach supporting documentation.
3. CBEST? \_\_\_Yes (attach) \_\_\_No

### Applicants Applying For Positions Requiring Bilingual Skills:

INDICATE FOREIGN LANGUAGES WHICH YOU CAN SPEAK, READ AND/OR WRITE		
	FLUENT	SOME KNOWLEDGE
SPEAK		
READ		
WRITE		

### Employment-Related References (List previous employers we may contact.)

Name of Reference	Business/Organization	City, State	Phone Number
1			
2			
3			

# EMPLOYMENT HISTORY

## IMPORTANT INSTRUCTIONS:

1. A resume is not acceptable in place of completing the following.  
Unless spaces are completed in accordance with the instructions, this application will be rejected.
2. Show **each employment** during the past 15 years.
3. Show your current or most recent job first.
4. Use a separate block for each Job Title (even those with the same employer).
5. Include U.S. Military schooling or training.
6. Attach additional sheets if necessary.
7. Address any gaps in employment history.

### DO NOT REFER TO RESUME; COMPLETE EACH SECTION.

CURRENT OR MOST RECENT EMPLOYER	CITY, STATE	TELEPHONE NUMBER (    )
EMPLOYMENT DATES (mo/yr) FROM                      TO	TITLE OF YOUR POSITION	<input type="checkbox"/> Full-time (40 hours/week) <input type="checkbox"/> Part time (    hours/week) <input type="checkbox"/> Seasonal Work/Temporary <input type="checkbox"/> On call as needed or substitute
SUPERVISOR'S NAME AND POSITION:		
MAJOR RESPONSIBILITIES:		
REASON FOR LEAVING (Must be completed even if still employed):		
EMPLOYER	CITY, STATE	TELEPHONE NUMBER (    )
EMPLOYMENT DATES (mo/yr) FROM                      TO	TITLE OF YOUR POSITION	<input type="checkbox"/> Full-time (40 hours/week) <input type="checkbox"/> Part time (    hours/week) <input type="checkbox"/> Seasonal Work/Temporary <input type="checkbox"/> On call as needed or substitute
SUPERVISOR'S NAME AND POSITION:		
MAJOR RESPONSIBILITIES:		
REASON FOR LEAVING:		
EMPLOYER	CITY, STATE	TELEPHONE NUMBER (    )
EMPLOYMENT DATES (mo/yr) FROM                      TO	TITLE OF YOUR POSITION	<input type="checkbox"/> Full-time (40 hours/week) <input type="checkbox"/> Part time (    hours/week) <input type="checkbox"/> Seasonal Work/Temporary <input type="checkbox"/> On call as needed or substitute
SUPERVISOR'S NAME AND POSITION:		
MAJOR RESPONSIBILITIES:		
REASON FOR LEAVING:		
EMPLOYER	CITY, STATE	TELEPHONE NUMBER (    )
EMPLOYMENT DATES (mo/yr) FROM                      TO	TITLE OF YOUR POSITION	<input type="checkbox"/> Full-time (40 hours/week) <input type="checkbox"/> Part time (    hours/week) <input type="checkbox"/> Seasonal Work/Temporary <input type="checkbox"/> On call as needed or substitute
SUPERVISOR'S NAME AND POSITION:		
MAJOR RESPONSIBILITIES:		
REASON FOR LEAVING:		
EMPLOYER	CITY, STATE	TELEPHONE NUMBER (    )
EMPLOYMENT DATES (mo/yr) FROM                      TO	TITLE OF YOUR POSITION	<input type="checkbox"/> Full-time (40 hours/week) <input type="checkbox"/> Part time (    hours/week) <input type="checkbox"/> Seasonal Work/Temporary <input type="checkbox"/> On call as needed or substitute
SUPERVISOR'S NAME AND POSITION:		
MAJOR RESPONSIBILITIES:		
REASON FOR LEAVING:		

## EMPLOYMENT INFORMATION

Candidates for certain positions may be required to pass a physical agility exam as a condition of employment.

Candidates for Bus Driver positions and other positions requiring the operation of a commercial vehicle must pass a drug test after employment has been offered; all employees in such positions are subject to random, reasonable-suspicion, and post-accident alcohol and drug testing.

Prior to employment, applicants may be asked to satisfactorily demonstrate required knowledge, skills and abilities, e.g. typing tests, proficiency tests, driving skill, or other job-related tests.

Fingerprinting for a Criminal Background Investigation is required at the applicant's expense prior to employment.

Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury, or a conviction that has been judicially dismissed or ordered sealed, including expungement granted pursuant to Penal Code § 1203.4 (see Education Code § 44009). Do not include juvenile offenses or minor traffic violations, or information about arrests, detentions, convictions, or pleas of nolo contendere that may not form the basis of employment decisions (see Labor Code § § 432.7 and 432.8). Do not include convictions related to the use of marijuana over two years old.

If you answered "yes" with respect to criminal convictions, list all convictions including, but not limited to, convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code § § 44010 and 44011, except for convictions related to marijuana, if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code § § 667.6(c) and 1192.7 (c). Please attach a separate sheet explaining the circumstances of each conviction or pending charges and any other information you deem relevant.

CHARGE OR OFFENSE	DATE OF OFFENSE	DISPOSITION/PENALTY

*Note:* The California Labor Code Section 432.8 prohibition on asking about marijuana convictions does not apply to Health and Safety Code section 11359 (possession of marijuana for sale) and Health and Safety Code section 11378 (possession of a controlled substance). These convictions **must** be disclosed.

A valid California Driver's License and a current DMV printout will be required at the time employment is offered for all positions which require the operation of a District motor vehicle. These positions include, but are not limited to, Bus Driver, Custodian, Delivery Worker, Grounds and Maintenance positions, Warehouse/Reprographic & Mail Technician, Student Specialist, and any other position where driving is essential.

All hiring decisions and offers of employment are contingent upon final approval by the Board of Trustees of Hanford Elementary School District.

### APPLICANT CERTIFICATION

I understand and agree that any false statement, misrepresentation or omission of material facts on this application, or any supplement to it, will be sufficient grounds to reject me for employment and/or discharge me from service if I have been employed. I further understand and agree that I must submit fingerprints pursuant to Education Code 45125 et seq. at my expense.

I hereby certify that all statements made hereon are true and correct to the best of my knowledge. I hereby provide Hanford Elementary School District permission to contact my listed employers to verify the information provided herein and I further authorize, and agree to cooperate in, the investigation of all statements made herein and other matters relating to my background, work records, education, qualifications or any other matters relating to my suitability for employment. I understand that any investigation conducted may include a request for employment and educational history, driving record, and criminal history. I further authorize my previous or current employers, as well as all educational institutions that I attended, personal references, and public or private agencies that have issued me either a professional or vocational license, to release to the Hanford Elementary School District any and all records and other information maintained in their custody and control regarding any and all aspects of my employment relationship, history and educational background with said employers, educational institutions, personal references and public or private agencies.

I understand and acknowledge that this authorization will permit positive as well as negative information to be released to the Hanford Elementary School District. I hereby release the Hanford Elementary School District from all liability in connection with the release or use of that information and I hold the Hanford Elementary School District harmless for its investigation of my employability. I further release from all liability persons and organizations reporting information required by the application and such release shall extend to all damages incurred by me as a result of the release of such information. I also release from all liability former and current employers, educational institutions, persons whose names I have listed as references, and public or private agencies with respect to any damages which I might sustain as a result of their responses, whether oral or written, regarding my character, general reputation, personal characteristics, employment, work habits, licensure and educational background. I understand that the Hanford Elementary School District may provide a copy of this page of my application to my current and past employers.

I understand and acknowledge that acceptance of a position in Hanford Elementary School District indicates willingness to be assigned within the job classification for which hired, at any school/department with the District.

I certify that I have read and understand the above Employment Information and if employed, I agree to abide by all the general and safety rules of the District.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Applications which are not signed by the applicant will be rejected