

# Los Alamitos Unified School District

10293 Bloomfield Street  
Los Alamitos, California 90720  
562-799-4700

Dear Applicant:

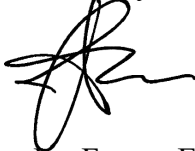
The application process for classified administrator positions with the Los Alamitos Unified School District is outlined below. We require a completed application before consideration of your candidacy and request that all materials be submitted at the time of initial application to the District in the following order.

1. Complete Classified Administrator Application.
2. Cover letter outlining your interest and qualifications for the position.
3. Resume
4. Answers to Supplemental Application Questions.
5. Copy of your transcripts (official transcripts requested upon offer of employment).
6. Three letters of recommendation, dated within the last year.

***Only completed applications will be accepted. No online, fax or email applications accepted.***

If you have questions about our application form and/or selection process, please contact us.

Sincerely,



Joe Fraser, Ed.D.  
Assistant Superintendent  
Human Resources

## Equal Opportunity Employer/Non-discrimination Policy:

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, sex, sexual orientation, gender/gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person/group with one or more of these actual or perceived characteristics.

\_\_\_\_\_  
Date Received (Office Use Only)

\_\_\_\_\_  
Date of Application

**PERSONNEL COMMISSION  
LOS ALAMITOS UNIFIED SCHOOL DISTRICT**  
10293 Bloomfield Street  
Los Alamitos, CA 90720  
(562)799-4700

**APPLICATION FOR CLASSIFIED EMPLOYMENT**

**PLEASE TYPE OR USE BLACK INK**

Position Applying For: \_\_\_\_\_ Wage/Salary Desired \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Substitute \_\_\_\_\_ Walk-on Coach \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Initial Any Other Names Used

\_\_\_\_\_  
Home Telephone Cell Telephone E-mail address

\_\_\_\_\_  
Street Address City State Zip

Have you applied for this same position/classification in this District within the last six months? \_\_\_\_\_

**EDUCATION**

School, City & State	Number of Years Completed	Degree Received	Major Subject Area	Units passed with a "C" grade or better
High School:				
Junior College:				
College:				
Other:				

If the job posting requires units/transcripts, you must attach a copy to this application.

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Applicant's Name \_\_\_\_\_

## EXPERIENCE

Start with current, or most recent experience. Describe all experience in the past five years and any pertinent experience beyond that period. Attach additional sheets if space below is inadequate. Include volunteer work, if applicable.

Dates of Employment From: _____ (Mo/Yr) To: _____ (Mo/Yr) Full-time? Part-time?	Job Title: _____ List your main duties:	Employer's Name: _____ Supervisor's Name & Title: _____ Type of Business: _____ Phone Number: _____ Reason for Leaving: _____
Dates of Employment From: _____ (Mo/Yr) To: _____ (Mo/Yr) Full-time? Part-time?	Job Title: _____ List your main duties:	Employer's Name: _____ Supervisor's Name & Title: _____ Type of Business: _____ Phone Number: _____ Reason for Leaving: _____
Dates of Employment From: _____ (Mo/Yr) To: _____ (Mo/Yr) Full-time? Part-time?	Job Title: _____ List your main duties:	Employer's Name: _____ Supervisor's Name & Title: _____ Type of Business: _____ Phone Number: _____ Reason for Leaving: _____

Complete if appropriate for classification you are applying for:

Typing Speed \_\_\_\_\_ List other equipment or machines you can operate (office, classroom, custodial, maintenance, gardening, or kitchen equipment) related to this job classification.

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List all work-related organizations, community groups to which you belong, and all licenses and certificates you hold.

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Applicant's Name

**PERSONAL DATA**

The following information is **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies. Explain all "Yes" answer in the box below the questions.

Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. (Note: Exclude convictions related to the use of marijuana that are over two years old.)

Yes     No

If "Yes," 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 Section 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 sections 667.6(c) and 1192.7(c). *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 specific controlled substance). These convictions must be disclosed.*

Can you perform the essential functions of the position for which you are applying, with reasonable accommodations?

Yes     No

3. Have you ever been dismissed or asked to resign from any position?  Yes     No

If "Yes", please explain.

4. Do you have the legal right to live and work in the United States?     Yes     No

List three references that know your work performance. Do not list relatives unless they were your only supervisor on the job experience listed on page two.

NAME

COMPANY

OFFICE PHONE


\_\_\_\_\_  
Applicant's Name

Why do you want to work in the Los Alamitos Unified School District? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How did you learn of this job opening? (If newspaper ad, please state which paper.) \_\_\_\_\_

\_\_\_\_\_

I certify that the above is a complete and accurate statement, to the best of my knowledge and belief. I understand that any false statements will subject me to disqualification or dismissal, and that I will be required by law to be fingerprinted, to have a TB test and to sign a loyalty oath.

\_\_\_\_\_  
Signature

Five (5) points will be added to the written exam score for veterans who take open competitive exams. Proof of qualifying military service, as provided by Rule 40.100.6, must be submitted with the candidate's application.