



Human Resources—Non-Classified Application

(Morning, Noon, & Recreation Aides)
(Recreation & Sr. Recreation Leaders) (Sub. Aides & Leaders)
(Student Interns) (Walk-On Coaches)
(Student Cafeteria Workers) (Non-Classified Instructors)
777 North F Street, San Bernardino, CA 92410
Telephone: (909) 381-1234
www.sbcusd.k12.ca.us

Non-Classified Application

Applicant # _____

Position(s) (Exact Job Titles) _____ School _____

Name _____ Last four digits Social Security Number _____

Address _____ City _____ State _____ Zip _____

Home Phone () _____ Message Phone () _____

Have you ever been convicted of a misdemeanor or felony? Yes No

If yes, explain the nature and the dates.

(Convictions are evaluated for each position and are not necessarily disqualifying.)

Are you now or have you ever been employed by the San Bernardino City Unified School District? Yes No

Are you related to anyone currently employed by the District? Yes No

If yes, please indicate name/relationship/location below:

Name _____ Location _____

Name _____ Location _____

Name _____ Location _____

Have you ever been dismissed, terminated, or resigned in lieu of termination? Yes No

If yes, please explain:

I hereby declare that the statements in this application are true and complete to the best of my knowledge. I hereby authorize the District to conduct work history, personnel reference and/or police record inquiries to determine my acceptability of employment. I hereby release from liability all persons and organizations furnishing such information. I understand that the District reserves the right to validate information received on this application, and that I will be subject to disqualification and/or termination if any statement in this application is found to be untrue or determined to be misleading.

APPLICATION NOT VALID UNLESS SIGNED AND DATED

Signature _____

Date _____

Please complete this form for statistical purposes. The information provided will not be used to make any employment decisions that affect you.

Position applied for: _____

Sex: Female Male Age Group: Under 40 40 or Over

Ethnic Category (Check only one):

- | | | | |
|---|--|---|--|
| 100 <input type="checkbox"/> American Indian or Alaska Native | 205 <input type="checkbox"/> Asian Indian | 301 <input type="checkbox"/> Hawaiian | 500 <input type="checkbox"/> Hispanic or Latino |
| 200 <input type="checkbox"/> Asian | 206 <input type="checkbox"/> Laotian | 302 <input type="checkbox"/> Guamanian | 600 <input type="checkbox"/> Black/African American (not Hispanic) |
| 201 <input type="checkbox"/> Chinese | 207 <input type="checkbox"/> Cambodian | 303 <input type="checkbox"/> Samoan | 700 <input type="checkbox"/> White (not Hispanic) |
| 202 <input type="checkbox"/> Japanese | 208 <input type="checkbox"/> Other Asian | 304 <input type="checkbox"/> Tahitian | |
| 203 <input type="checkbox"/> Korean | 300 <input type="checkbox"/> Native Hawaiian/ Other Pacific Islander | 399 <input type="checkbox"/> Other Pacific Islander | |
| 204 <input type="checkbox"/> Vietnamese | | 400 <input type="checkbox"/> Filipino | |

CERTIFICATION OF APPLICATION

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY. THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU MAY BE EMPLOYED BY THE SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT.

- Applicants under 18 years old must provide a valid work permit.
- Non U.S. citizens must present proof of being employable in the U.S.
- If employed, you will be required to provide additional information for the District's records.
- Tuberculosis examination and physical requirements:
 - Proof of freedom from active tuberculosis must be furnished by the candidate before employment and must be based upon an X-ray of the lungs or an intra-dermal test. The examination is required to be completed within 60 days prior to employment. Any expense for this examination is borne by the applicant. An applicant is expected to be physically capable of performing the duties required of the position for which applying.
- Mandatory drug test:
 - The Board of Education requires that all new employees take a drug test before starting work. San Bernardino City Unified School District is a "Drug Free Workplace" and has zero tolerance for illegal drug use.
- Background check requirements:
 - Fingerprinting is required of all successful candidates new to the District. If an applicant accepts an offer of employment, fingerprint submission will be made or sent to the Department of Justice.
- Equal Employment Opportunity
 - In conformance with Title IX, Americans With Disabilities Act and Section 504 policies, and pursuant to applicable Federal and State laws, the San Bernardino City Unified School District is an Affirmative Action/Equal Opportunity Employer. Inquiries regarding the SBCUSD's equal opportunities and affirmative action policies and Title IX (Sex Discrimination) may be directed to:
Affirmative Action Office, (909) 381-1122.

Please initial stating that you have read the above statements. _____ (Initials)

You are NOT authorized to start any non-classified work until you have completed the required paperwork. You will not be paid for any non-classified work if it is done before the paperwork has been processed.