



Pleasant Valley School District

Human Resources Department

600 Temple Ave. Camarillo, CA 93010
Phone: (805) 445-8663 Fax: (805) 445-8612
www.pleasantvalleysd.org

Application for Classified Employment

Instructions: Information on this application will be used to access your skills and background. Fill out the form completely and accurately. It is your responsibility to assure sufficient information is provided in order to determine your qualifications. Please be aware that incomplete applications will not be considered. Do not submit a resume in lieu of this form. You may attach a resume in addition to the application. Please refer to job posting for the minimum qualification and attach required documents. When you have completed all sections please check that the application has been signed. Print in ink or type.

Application for (print title of position): _____

Available for Substitute/Temporary Assignments? Yes No

Name _____

Date of Application _____

Address _____

City _____

State _____ Zip Code _____

Email _____

Cell Phone _____

Home Phone _____

Education Background

Do you have a High School Diploma or GED? Yes No

Name of School _____

College/University/Trade School	Major	Quarter Units	Semester Units	Degree or Certificate

General Information:

I can speak read write in the following language/s (other than English): _____

To avoid a possible conflict of interest, list any relatives (employee or school board members) in PVSD and the relationship: _____

Have you ever been employed by PVSD? If yes, list position/s and dates of prior employment: _____

Employment and/or Volunteer History: THIS SECTION MUST BE COMPLETED. RESUMES ARE NOT ACCEPTED IN LIEU OF THIS APPLICATION. This application is used as a reference during the examination process. List any pertinent experience you believe qualifies you for the position. Begin with your most recent experience.

Position _____ Dates of Service - From _____ to _____
Supervisor/Title _____ Phone Number _____
District/Agency _____ Address _____
of Hours Per Week _____ Reason for leaving _____
Describe your duties:

Position _____ Dates of Service - From _____ to _____
Supervisor/Title _____ Phone Number _____
District/Agency _____ Address _____
of Hours Per Week _____ Reason for leaving _____
Describe your duties:

Position _____ Dates of Service - From _____ to _____
Supervisor/Title _____ Phone Number _____
District/Agency _____ Address _____
of Hours Per Week _____ Reason for leaving _____
Describe your duties:

Position _____ Dates of Service - From _____ to _____
Supervisor/Title _____ Phone Number _____
District/Agency _____ Address _____
of Hours Per Week _____ Reason for leaving _____
Describe your duties:

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

Background Information

Have you ever been dismissed or asked to resign from any position? Yes No If yes, explain:

An answer of yes does not necessarily disqualify you from the position, but any failure to respond accurately and completely may result in disqualification or dismissal if discovered after employment.

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and authorize investigation of all statement herein recorded. I understand that any false statements or omissions of fact may subject me to disqualification or dismissal if discovered after employment. I understand I am required to furnish information and references to use in determining my qualifications. I understand that the District may conduct an investigation of my work and/or personal history and that it may verify all data given in my application for employment, related papers and/or oral interviews. I further understand that any and all references that I have provided to the District, either in writing or otherwise may be contacted. My signature below authorizes PVSD to conduct a background investigation and authorizes the release of information in connection with my application for employment. I authorize any previous employer and/or any other reference to release and fully disclose to any agent of the District any information such person may have concerning me, including information of a confidential or privileged nature, whether or not it is in their records. Further, I hold harmless any individual or employment agency for any information that he/she/it may provide in this investigation. I waive my right of access to any such information and without limitation hereby release PVSD and the reference source from any liability in connection with its release or use. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain my original signature.

Signature: _____

Date: _____

PVSD is An Equal Opportunity Employer

The Governing Board and the Personnel Commission are committed to equal opportunities for all individuals in education. District employment shall be free from discrimination based on actual or perceived gender, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, Section 504 disability or any other unlawful consideration.

The District operates under the provisions of the Merit System of the California Education Code in the administration of classified employment. Such a system is adopted in approximately 100 school districts in the State of California, and revolves on the principle of an open and competitive process (i.e. based on ability and performance) in recruitment, selection and promotion of employees.

Veterans may claim credit for service or disability by submitting their DD214 with the employment application - applicable only to entry level, open examinations. Per the Immigration Reform and Control Act of 1986, you must provide us with proper documentation of your legal right to work in the United States as a condition of employment.

Conviction Report

All applicants must complete this form.

This information will be kept confidential and separate from your application.

Name _____

Date of Application _____

Conviction Background

As part of the application process, you are required to report any and all convictions or current charges for a crime, no matter when they may have occurred. A conviction will not automatically prevent you from being considered for hire - **falsification of your application, by not reporting or inaccurately reporting, will prevent you from being considered for any employment in PVSD.**

Have you ever been convicted of or have a current charge pending of any violation of the law? Yes No

If yes, list the violation code number for each offense, including those for which you forfeited bail, were fined and/or jailed, or placed on probation. Include a complete and accurate explanation of the circumstance (you may submit an additional page if you need more space than provided below).

Violation Code _____

Date _____

Disposition/Explanation:

Violation Code _____

Date _____

Disposition/Explanation:

Violation Code _____

Date _____

Disposition/Explanation:

I certify that I have listed all my convictions and any current charges, except minor traffic offenses. I understand that my failure to complete this form, any omission of convictions and current charges, or misrepresentation of material facts will result in disqualification, or if discovered after employment, my dismissal from PVSD.

Signature: _____

Date: _____