

TRAVIS UNIFIED SCHOOL DISTRICT



Reaching beyond the boundaries
to build a community of learners.

Tiffany Benson
Superintendent

2751 De Ronde Drive
Fairfield, CA 94533
(707) 437-4604

Cambridge Elementary School
100 Cambridge Drive, Vacaville
(707) 446-9494

Center Elementary School
3101 Markeley Lane, Fairfield
(707) 437-4621

Foxboro Elementary School
600 Morning Glory Drive, Vacaville
(707) 447-7883

Golden West Middle School
2651 De Ronde Drive, Fairfield
(707) 437-8240

Scandia Elementary School
100 Broadway Street, Travis AFB
(707) 437-4691

Travis Community Day School
2785 De Ronde Drive, Fairfield
(707) 437-8265

Travis Elementary School
100 Fairfield Avenue, Travis AFB
(707) 437-2070

Travis Education Center
2775 De Ronde Drive, Fairfield
(707) 437-8265

Vanden High School
2951 Markeley Lane, Fairfield
(707) 437-7333

Governing Board

Mindy Beyer
Matthew Bidou
Ivery Hood
Manveer Sandhu
Will Wade

Welcome to Travis Unified School District and thank you for supporting our students and staff.

Before we can provide you with access to the resources to effectively complete your responsibilities as a contractor/ intern, please complete the following documents required by the Human Resources Department.

The following documents that should be signed, printed, and submitted to HR prior to your first day on campuses. A scheduled Live Scan appointment with the District Office will be the expected opportunity to submit the completed forms.

Applicant Data Record

Application

Personnel Data Record

Child Abuse Reporting Requirements

Oath of Allegiance

Request of Live Scan Service

Employee Use of Technology - Acknowledgment

Copies Include:

- | |
|---|
| <input type="checkbox"/> Negative TB results* |
| <input type="checkbox"/> Drivers License and SSN Card |

To schedule a Live Scan appointment with the District Office,
visit <https://calendly.com/tusdlivescan/livescan> to select a time to meet the final requirements.

***Tuberculosis results must have been read within the last four (4) years of applying.**

Additionally, we are required to provide you with certain legal notifications annually to meet federal and state requirements, the Ed Code, and our own District Policy. The annual notices listed below are available online for you to review on our website at <https://www.travisusd.org> under Board, subpage Board Policies.

Board Policies and Administrative Regulations

- ☐ BP/ AR 3513.3 - Tobacco-Free Schools
- ☐ AR 3514.2 - Integrated Pest Management
- ☐ AR 3515.2 - Disruptions
- ☐ BP 4020 - Drug and Alcohol-Free Workplace
- ☐ BP 4030 - Nondiscrimination in Employment
- ☐ BP/ AR 4040 - Employee Use of Technology
- ☐ AR 4119.11/ 4219.11/ 4319.11 - Sexual Harassment
- ☐ BP 4119.21/ 4219.21/ 4319.21 - Professional Standards
- ☐ BP 4119.22/ 4219.22/ 4319.22 - Dress and Grooming
- ☐ AR 4119.43/ 4219.43/ 4319.43 - Universal Precautions
- ☐ BP 4135/ 4235/ 4335 - Soliciting and Selling
- ☐ BP 4136/ 4236/ 4336 - Non-school Employment
- ☐ BP 4144/ 4244/ 4344 - Complaints
- ☐ BP 4159/ 4259/ 4359 - Employee Assistance Programs
- ☐ BP/ AR 5141.4 - Child Abuse Prevention and Reporting
- ☐ BP/ AR 5145.7 - Sexual Harassment - Students
- ☐ AR 5144.1 - Student Suspension and Expulsion

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**TRAVIS UNIFIED SCHOOL DISTRICT
APPLICANT DATA RECORD**

Qualified applicants are considered for all positions without regard to race, color religion, sex , national origin, age, marital or veteran status, medical condition or handicap.

The Travis Unified School District is an Equal Opportunity Employer.

Solely, to help us comply with government record keeping and other legal requirements, the District requests that you fill out this Applicant Data Record. It will be kept in a confidential file separate from the application for Employment.

Date: _____

Position(s) Applied For: _____

Name: _____ Phone: _____
Last First M.I.

Address: _____
Number Street City State Zip code

Gender: ☐ Female ☐ Male ☐ Non-binary ☐ Undeclared

Race/ Ethnic Group:		
<input type="checkbox"/> African American	<input type="checkbox"/> Hawaiian	<input type="checkbox"/> Other Pacific Islander
<input type="checkbox"/> American Indian /Alaskan	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Hmong	<input type="checkbox"/> Samoan
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Tahitian
<input type="checkbox"/> Chinese	<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Filipino	<input type="checkbox"/> Laotian	<input type="checkbox"/> White
<input type="checkbox"/> Guamanian	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Decline to State

Check if any of the following are applicable:

<input type="checkbox"/> Air Force	<input type="checkbox"/> Marines	<input type="checkbox"/> Active Military	<input type="checkbox"/> Vietnam Era Veteran
<input type="checkbox"/> Army	<input type="checkbox"/> Navy	<input type="checkbox"/> Retired Military	<input type="checkbox"/> Disable Veteran
<input type="checkbox"/> Coast Guard	<input type="checkbox"/> Space Force	<input type="checkbox"/> Handicapped	

Referral Source: ☐ Advertisement ☐ Friend ☐ EdJoin
☐ University Placement Office ☐ Relative ☐ Other

In addition to the federal minimum individual categories, California Government Code Section 8310.5 requires state agencies to collect data for each major Asian and Pacific Islander group, including, but not limited to, Chinese, Japanese, Filipino, Korean, Vietnamese, Asian Indian, Laotian, Cambodian, Hawaiian, Guamanian, and Samoan.

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CONTRACTOR/ INTERN APPLICATION

2751 DeRonde Drive, Fairfield, CA 94533-9710
(707) 437-4604 Fax (707) 437-3378

Date _____

PERSONAL DATA

(Please Print or Type)

Last Name		First	Middle
Present Address		City	Zip
		Email Address	
Telephone Number	Cell Phone Number	Do You Have Base Access?	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

EDUCATION - Please list the following in order of attendance. The information should be complete and accurate.

	Name of Institution	Location	From – To	Units/Degree	Major
Under-Graduate College					
Graduate College Work					
Total Semester or Quarter Units After Bachelors Degree: _____				Thesis Topic: _____	

CALIFORNIA CREDENTIAL HELD

Type (General/Standard/Other)	Subject and/or Major/Minor	Date of Expiration

If you do not hold a California Teacher's Credential, complete the following:

Have you applied for a California Teaching Credential? Yes ☐ No ☐

Type _____ Date of Application _____

Agreement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given on my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the school district.

Signature _____



PERSONNEL DATA RECORD

Full Name: _____

Employee ID #: _____

PHYSICAL ADDRESS:

Address: _____
Street City State Zip

MAILING ADDRESS: SAME AS ABOVE:

Home Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Personal Email: _____

EMERGENCY NOTIFICATION INFORMATION

Complete information for two people you would to be contacted should you become disabled at work due to illness or injury.

Spouse Information:

Name of Spouse: _____

Mailing Address: _____
Street City State Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contact Name: _____ Relationship: _____

Mailing Address _____
Street City State Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Signature: _____ Date: _____



RECEIPT AND ACKNOWLEDGMENT OF CHILD
ABUSE REPORTING REQUIREMENTS
Human Resources

As an employee of Travis Unified School District, I certify that I have been given a copy of Board Policy relating to Child Abuse Reporting and Penal Code Sections 11164-11174.3. I have read and understand the requirements for reporting known or suspected instances of child abuse and will comply with these requirements. I further understand that failure to certify to these requirements constitutes reason for non-employment.

Employee Name *(Please Print)*

Employee Signature

Date

Legal Reference:

Board Policies: DO/PERS/0255

California Penal Code Sections 11164- 11174.3

5141.4



All Personnel

OATH OR AFFIRMATION OF ALLEGIANCE
Human Resources

E 4112.3

4212.3

4312.3

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I understand that as a public employee I am a disaster service worker pursuant to Government Code 3100 and 3102 and that I am required to take this oath before entering the duties of my employment. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property or resources, I am subject to disaster services activities assigned to me by my supervisor.

Employee Signature

Date

Certified by:

(Person who administers oath)

Travis USD

Exhibit

Employee Use Of Technology

E 4040

Personnel

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)

The Travis Unified School District authorizes district employees to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

Each employee shall sign this Acceptable Use Agreement as an indication that he/she has read, understands and agrees to abide by the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Employee Obligations and Responsibilities

Employees are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for use in conducting district business, no employee should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If an employee uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Elevated Access

Staff, who can demonstrate a valid instructional or business need, can request authorization for elevated content filter access. Elevated access grants the staff member least restrictive access to Internet sites including full access to YouTube, Vimeo, social networking sites, file sharing sites, and other Internet sites/resources in addition to normally allowed sites.

Staff who wish to request elevated access must complete an authorization form and have their respective site principal/manager approve it. Once turned in to Technology Services, elevated access will be granted for the employee's account to be used on District-owned computer system assigned to a full-time employee or physical classroom only. Elevated access will not be granted to staff using personal devices, tablets, or other unsupported systems.

Note: Internet sites related to alcohol, drugs, gambling, pornography, "peer to peer" trafficking, dating, and the like, as well as sites classified as security risks, shall be blocked and no exception will be made to unblock these sites.

Records

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

Reporting

If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to district technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Employee Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Name: _____ Position: _____
(Please print)

School/Work Site: _____

Signature: _____ Date: _____



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

AE66

ORI (Code assigned by DOJ)

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Travis Unified School District

Agency Authorized to Receive Criminal Record Information

15993

Mail Code (five-digit code assigned by DOJ)

2751 De Ronde Dr.

Street Address or P.O. Box

Cara Aviles

Contact Name (mandatory for all school submissions)

Fairfield

City

CA

State

94533

ZIP Code

(707) 437-4604

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Date of Birth Sex ☐ Male ☐ Female ☐ Nonbinary/Unspecified

Driver's License Number

Height Weight Eye Color Hair Color

Billing
Number

(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc.
Number

(Other Identification Number)

Home
Address Street Address or P.O. Box

City State ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number:

OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☐ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI
number:

Original ATI Number

(Must provide proof of rejection)

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box

Telephone Number (optional)

City State ZIP Code Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed