

**DINUBA UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYMENT APPLICATION**

POSITION DESIRED _____

APPLICATION REQUIREMENTS

A complete application must include:

- Dinuba Application Form
- High School Diploma or GED

• Other Information specified on the Position Advertisement

- Three Letters of Recommendation
- Degree or Transcripts (if applicable)
- Resume

See back page for application guidelines.

PERSONAL INFORMATION

Name _____ Social Security # _XXX-XX-_____

Address _____ City _____ State _____ Zip _____

How long at this address? From _____ To _____

Home Phone # () _____ Work Phone # () _____

Fax # () _____ E-mail _____ Cell # () _____

Previous address _____ City _____ State _____ Zip _____

How long at this address? From _____ To _____

Referral Source:

- Newspaper Employee Relative School
 Employment Agency Edjoin Walk-in Other _____

Have you ever worked for a county office of education or a school district? Yes No

If YES, when where and in what capacity _____

Reason for leaving _____

Are you related to any board member or employee of this organization? Yes No

If YES, list name and relationship to you _____

REFERENCES

1. Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Work phone # () _____ Other phone # () _____ Dates From _____ To _____

2. Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Work phone # () _____ Other phone # () _____ Dates From _____ To _____

3. Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Work phone # () _____ Other phone # () _____ Dates From _____ To _____

Name of Institution Attended.

1. Name of High School _____ Dates Attended From ____ To ____ Degree _____
Address _____ City _____ State _____ Zip _____

Subjects: Major _____ Minor _____

2. Name of College or University _____ Dates Attended From ____ To ____ Degree _____
Address _____ City _____ State _____ Zip _____

Subjects: Major _____ Minor _____

3. Other _____ Dates Attended From ____ To ____ Degree _____
Address _____ City _____ State _____ Zip _____

Subjects: Major _____ Minor _____

EMPLOYMENT SKILLS

Typing (net wpm) (if applicable) _____ 10 Key by Touch (strokes per minute) _____

Shorthand (wpm) (if applicable) _____ Speedwriting (wpm) (if applicable) _____

What type of computer system are you most familiar with? PC Macintosh

List word processing software in which you are proficient. _____

List accounting/spreadsheet software in which you are proficient _____

List other computer software you have used. _____

Check the box (es) of the office machines that you can operate.

Computer Fax Copy Machine Ten Key Other _____

Please list any special licenses or certificates you hold _____

List languages, other than English, that you are familiar with.

1. _____ 2. _____

1. Read Speak Write Fluent Some 2. Read Speak Write Fluent Some

GENERAL INFORMATION

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

If **YES**, a letter of explanation must accompany application.

How many jobs have you held in the past ten (10) years? _____

Do you have a valid California Driver's License? Yes No

License # _____ Expiration Date ____/____/____ Issued by what State _____

Do you have a valid CPR/First Aid Certificate? Yes No Expiration Date _____

Are you willing, upon employment, to file a certificate signed by a regularly licensed medical doctor showing that you are physically fit? _____



"Empowering each student to succeed in life."

EMPLOYMENT RECORD

List all paid experience, including military service, in chronological order, most recent first. Please account for all gaps in employment.

1. Current or most recent employer _____
Address _____ City _____ State _____ Zip _____
Inclusive Dates: From _____ To _____
Title of position held _____ Full time Part time
Number of years employed _____ Name and title of immediate supervisor _____
Starting duties _____
Ending duties _____
OK to contact? Yes No Work Phone # _____ Other Phone # _____
Reason for leaving position _____

2. Employer _____
Address _____ City _____ State _____ Zip _____
Inclusive Dates: From _____ To _____
Title of position held _____ Full time Part time
Number of years employed _____ Name and title of immediate supervisor _____
Starting Duties _____
Ending Duties _____
OK to contact? Yes No Work Phone # _____ Other Phone # _____
Reason for leaving position _____

3. Employer _____
Address _____ City _____ State _____ Zip _____
Inclusive Dates: From _____ To _____
Title of position held _____ Full time Part time
Number of years employed _____ Name and title of immediate supervisor _____
Starting Duties _____
Ending Duties _____
OK to contact? Yes No Work Phone # _____ Other Phone # _____
Reason for leaving position _____

US Military Service Record

Branch _____ Date of discharge _____
Discharge rank or grade _____ Active duty From _____ To _____
Nature of duties _____ Current Reserve Obligations _____



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APPLICATION GUIDELINES

Thank you for your interest in employment with the Dinuba Unified School District. Please keep in mind the following important suggestions as you prepare your application:

1. The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material.
2. In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name, position for which you are applying and the school site indicated on the position announcement.
3. It is your responsibility to submit a complete application. Human Resources CANNOT DUPLICATE materials in order to complete your application.
4. Application materials submitted cannot be returned and become the property of Dinuba Unified School District. Copies are accepted unless noted otherwise.
5. A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
6. Applicants selected for an interview will be contacted by telephone.
7. Faxed applications will be accepted if received before the deadline however; the original must follow by mail.

REQUIRED APPLICANT STATEMENT

1. Have you ever been convicted of a felony or a misdemeanor? Yes No
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or guilty by a judge or jury. If YES, a letter of explanation must accompany your application.
2. Are any criminal charges or proceedings pending against you? Yes No
If yes, a letter of explanation must accompany your application.
3. Can you, after employment, submit verification of your legal right to work in the United States? Yes No
4. May we contact your current employer? Yes No
5. I have read the job description and can perform the essential functions of the position with or without reasonable accommodation. Yes No

I hereby certify that all statements made herein are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statements. I release from all liability persons and organizations providing information required by the process. I hereby authorize all previous employers, whether or not listed on this application form, to release information regarding all aspects of my employment with such representatives of the Dinuba Unified School District and to freely and openly discuss my employment with such representatives. It is understood that if offered employment, I will be required to submit fingerprints and a TB examination at my own expense, as well as a loyalty oath. I understand that a pre-employment physical examination may be required prior to being employed. The Dinuba Unified School District reserves the right to disregard any application which is not fully completed and signed by the applicant.

Signature of Applicant _____ **Date** _____

PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO:

Dinuba Unified School District, Human Resources

1327 E El Monte Way

Dinuba CA 93618

(559)595-7200 Fax (559)591-3334

E-mail Address: lupev@dinuba.k12.ca.us