

COTTONWOOD UNION SCHOOL DISTRICT

20512 W. First St.
Cottonwood, CA 96022 (530) 347-3165

Classified Application

Please attach:
Cover Letter and Resume

Note: Application and supporting documentation becomes the property of the Cottonwood Union School District and will not be returned to applicant.

Name: _____
Last First Middle

Position Applying: _____

Address: _____
Street

Home Phone: _____

_____ City State Zip

Work Phone: _____

EDUCATION

Circle Highest Grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

University / College: 1 2 3 4 5 6

Degrees or Certifications, if any: _____

Relevant Courses, Seminars, Night Classes: _____

SKILLS

List your qualifications and experience for this position, including keyboard speed, machines you operate, computers and computer software with which you are proficient:

FOR INSTRUCTIONAL AIDE POSITIONS ONLY:
HAVE YOU PASSED THE AIDE PROFICIENCY TEST?
(Please attach a copy of the certificate with application.)

Yes _____ No _____

DRIVER'S LICENSE (if required for position)

State _____ Class _____ Number _____ Expires _____

School Bus Driver's Certificate Issued by CA Highway _____

ADDITIONAL INFORMATION

Have you ever been dismissed or asked to resign from a position? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been convicted of a misdemeanor that resulted in imprisonment? Yes _____ No _____

NOTE: State law prohibits school districts or county offices of education from employing individuals convicted of a serious or violent felony. The Cottonwood Union School District conducts an extensive criminal background check of candidates prior to making a final offer of employment. Conviction of a misdemeanor will not necessarily disqualify you from consideration.

If the answer to any of the above questions is YES, please explain in comments section below.

COMMENTS: _____

JOB EXPERIENCE INFORMATION

List most recent or present employer first. Include last 10 years of job history; use additional paper if necessary.

FROM	TO	EMPLOYER (Name, Address, Telephone)	JOB TITLE AND DUTIES PERFORMED
Substitute			
Full-time	Part-time		
Temporary			
REASON FOR LEAVING:		Supervisor:	
FROM	TO	EMPLOYER (Name, Address, Telephone)	JOB TITLE AND DUTIES PERFORMED
Substitute			
Full-time	Part-time		
Temporary			
REASON FOR LEAVING:		Supervisor:	
FROM	TO	EMPLOYER (Name, Address, Telephone)	JOB TITLE AND DUTIES PERFORMED
Substitute			
Full-time	Part-time		
Temporary			
REASON FOR LEAVING:		Supervisor:	

PROFESSIONAL REFERENCES:

May we contact your present/past employer(s) for a reference? Yes _____ No _____

_____	_____	_____
Name	Address	Telephone Number
_____	_____	_____
Name	Address	Telephone Number

NOTE: State law requires fingerprint clearance, a tuberculin test, and employment eligibility verification for all Cottonwood Union School District employees. Also, designated classifications of employees are required to pass substance abuse testing, a pre-employment physical examination and/or skills testing.

If I am being considered for employment, I authorize the Cottonwood Union School District to contact references (e.g., former employers, educational institutions) I have listed to verify the application information provided. I release from all liability, per the attached, signed authorization, persons and organizations reporting information required by this application.

I certify that all information on this employment application is accurate and true to the best of my knowledge. I understand and agree that any misstatements, omissions, or falsification of material facts herein will cause forfeiture of all rights, terms, conditions, and privileges of employment with the Cottonwood Union School District.

_____	_____
Signature of Applicant	Date

The Cottonwood Union School District considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical conditions or disabilities or any other legally protected status. The Cottonwood Union School District office charged with coordinating efforts to comply with this practice and investigate complaints regarding non-compliance is the District Office, (530) 347-3165. **AN EQUAL OPPORTUNITY EMPLOYER**