

UPPER LAKE UNIFIED SCHOOL DISTRICT
675 Clover Valley Road
Upper Lake, CA 95485
707-275-2655

Classified Employee Application for Employment

First Name:		Last Name:	
Mailing Address:			
City:	State:	Zip:	
Home Phone:		Cell Phone:	
Other Phone:		Email:	
Position(s) applied for:			
Do you possess a valid Driver's License? yes <input type="checkbox"/> no <input type="checkbox"/>		License Number:	State:

Is there any additional information relative to change of name, use of an assumed name, or nickname necessary to enable the district to check your work and education record? Please state names used: _____

*Are you under 18 years of age? Yes ___ No ___

*For applicants under 18 years of age, will you be able to obtain a work permit if hired? Yes ___ No ___

Do you have any relatives working at Upper Lake Unified School District: yes no

If yes, give name, department and relationship: _____

RECORD OF WORK EXPERIENCE

1. Employer (most current first):

from/yr:	to/yr:	<input type="checkbox"/> Current Employer <input type="checkbox"/> Please Do Not Contact	
Address:		Phone Number:	
Name of Immediate Supervisor:		Supervisor Job Title:	
Your Job Title:		Hours/Week:	Salary
Job Duties			
Reason for Leaving:			

2. Employer:

from/yr:	to/yr:	<input type="checkbox"/> Current Employer <input type="checkbox"/> Please Do Not Contact	
Address:		Phone Number:	
Name of Immediate Supervisor:		Supervisor Job Title:	
Your Job Title:		Hours/Week:	Salary
Job Duties			
Reason for Leaving:			

3. Employer:

from/yr:	to/yr:	<input type="checkbox"/> Current Employer <input type="checkbox"/> Please Do Not Contact	
Address:		Phone Number:	
Name of Immediate Supervisor:		Supervisor Job Title:	
Your Job Title:		Hours/Week:	Salary
Job Duties			
Reason for Leaving:			

Have you ever been involuntarily terminated or asked to resign from another position? yes no

If yes, please give the name of the employer and the date and the reason for the termination or request for resignation: _____

EDUCATION

High School Name & Address: _____

High School Diploma? _____

Highest Grade Completed: _____

Further education which would qualify you to perform the job for which you are applying:

Name & Address of School: _____

Course/Major: _____

Hours/Units: _____

Graduate: yes no

Degree Received: _____

Date of Completion: _____

Proficiency Certificates Held:

Typing: Rate (words per min.) _____

Issuing Agency: _____

Date: _____

List any language, other than English, you can speak: _____

Are you able to perform the essential duties of the position for which you are applying with reasonable accommodation?

yes no If no, please explain: _____

Have you ever been convicted of anything other than a minor traffic violation: yes no

If "yes", please explain in detail (include date of offense and outcome). A yes answer to this question will not necessarily disqualify an applicant from employment. _____

PROFESSIONAL REFERENCES:

1. Name: _____

Title _____

Organization/Company: _____

Phone: _____

Email: _____

2. Name: _____

Title _____

Organization/Company: _____

Phone: _____

Email: _____

3. Name: _____

Title _____

Organization/Company: _____

Phone: _____

Email: _____

How did you learn about the position for which you are applying? _____

AGREEMENT:

I hereby certify that the above information is, to the best of my knowledge, true, accurate, and complete. Any misrepresentations or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the district which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the district now in force and effect or as they may change during my employment, if I am employed by the district.

I hereby authorize the district to conduct work history, personal reference or police record inquiries to determine my acceptability for employment. I understand that employment is subject to a loyalty oath, a negative tuberculin test or x-ray, and fingerprinting. I understand that if employed, I must submit valid documentation indicating my legal right to work in the United States.

Applicant's Signature

Date

Upper Lake Unified School District is an equal opportunity employer and educator who does not engage in unlawful discrimination. Unlawful discrimination is discrimination on the basis of religion, race, color, ancestry, ethnicity, national origin, nationality, ethnic group identification, age, sex, gender, gender identity, gender expression, sexual orientation, physical or mental disability, pregnancy, childbirth or related medical conditions, marital status, or veteran status .

*Complaints regarding discrimination should be filed with the Superintendent at the address below.
675 Clover Valley Road, Upper Lake, CA 95485*