



**HAPPY VALLEY UNION ELEMENTARY
SCHOOL DISTRICT**

16300 Cloverdale Rd. Anderson, CA 96007

(530) 357-2134

APPLICATION FOR EMPLOYMENT - CLASSIFIED SERVICE

READ THESE INSTRUCTIONS CAREFULLY **BEFORE** COMPLETING THE APPLICATION.

- ▶ **Print clearly in ink or type.** Illegible application may be disqualified.
- ▶ A separate application must be submitted for each position for which you are applying.
- ▶ Answer **ALL** questions. Resumes are **NOT** accepted in place of any part of this application.
- ▶ Make **copies** of any required licenses and/or certificates and attach it to your application. Original documents will not be returned.
- ▶ **Submit your completed, signed and dated application to the District Office.**
- ▶ Only original applications will be accepted by mail or hand-delivery—**NO faxed or emailed applications.**
- ▶ If the application is mailed, please write "ATTN: Happy Valley District Office" on the envelope.

POSITION FOR WHICH YOU ARE APPLYING:

NAME:	LAST	FIRST	MIDDLE INITIAL
ADDRESS (STREET, CITY, STATE, ZIP):			
PRIMARY PHONE:		ALTERNATE PHONE:	
() -		() -	
EMAIL ADDRESS:		PREFERRED METHOD OF CONTACT FOR RECRUITMENT NOTICES ONLY (CHECK ONE):	
		<input type="checkbox"/> US Mail <input type="checkbox"/> Email	

<p>EMPLOYMENT: Have you ever been employed by the Happy Valley School District or State of California Agency? If yes, complete the information to the right.</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Classification(s): _____ Date(s): _____</p>
<p>EMPLOYEE RELATION: Are any of your relatives employed by the Happy Valley School District? If yes, complete the information to the right.</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Name(s): _____ Relationship: _____</p>
<p>PREVIOUS EMPLOYMENT: Have you ever been dismissed or asked to resign from any position? If yes, complete the information to the right.</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Employer's Name: _____</p> <p>Position Title: _____</p> <p>Employment Dates: _____</p> <p>Reason for Dismissal: _____</p>

REFERRAL SOURCE: How did you learn of the position?

<input type="checkbox"/> HVUESD Website	<input type="checkbox"/> Walk In
<input type="checkbox"/> EdJoin	<input type="checkbox"/> Friend
<input type="checkbox"/> Employee	

EQUAL OPPORTUNITY, TITLE IX, AFFIRMATIVE ACTION EMPLOYER

The Happy Valley Union Elementary School District does not engage in any employment practice that discriminates against an employee or applicant for employment on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age, disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, medical condition, genetic information (including family and medical history), marital status, political affiliation, military and veteran status, or retaliation; or on any other basis as protected by state, federal or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. If you need a reasonable accommodation to participate in the hiring process, Happy Valley UESD will provide you with one upon notice.

EDUCATIONAL RECORD

Graduated: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> GED	High School (Name, City, State):			
COLLEGES OR TRADE SCHOOL ATTENDED NAME AND LOCATION	DEGREE OR CERTIFICATE	TOTAL UNITS COMPLETED	UNIT TYPE (SEM OR QTR)	DID YOU GRADUATE? (Y/N)

WORK HISTORY

Read the experience requirements in the position announcement. To be considered for employment, this section must show that you meet the minimum qualifications for the position. Please complete this section listing your **paid and/or volunteer experience**. Be sure to complete ALL sections of this form.

- ▶ Please begin this section with your **most recent** experience.
- ▶ You must **provide a description of your duties** on this form. Attach additional sheets of this work experience form if needed.
- ▶ **DO NOT REFERENCE A RESUME** or attached documents.

START DATE (month/year):	Job Title:	Company/Agency Name:
	Duties:	
END DATE (month/year):		Address:
		Supervisor's Name & Title:
HOURS/WEEK:		Supervisor's Telephone:
	Reason for Leaving:	
START DATE (month/year):	Job Title:	Company/Agency Name:
	Duties:	
END DATE (month/year):		Address:
		Supervisor's Name & Title:
HOURS/WEEK:		Supervisor's Telephone:
	Reason for Leaving:	
START DATE (month/year):	Job Title:	Company/Agency Name:
	Duties:	
END DATE (month/year):		Address:
		Supervisor's Name & Title:
HOURS/WEEK:		Supervisor's Telephone:
	Reason for Leaving:	

REFERENCES

Please list two **PROFESSIONAL** references (not family or friends) who can attest to your work experience:

Name:	Name:
Title:	Title:
Phone Number: () -	Phone Number: () -
Email:	Email:

CERTIFICATE OF APPLICANT:

I CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENT(S) OF MATERIAL FACTS OR OMISSIONS MAY SUBJECT ME TO DISQUALIFICATION OR DISMISSAL.

Signature of Applicant: _____ Date: _____

HAPPY VALLEY UNION ELEMENTARY SCHOOL DISTRICT

LEGAL INFORMATION

The following information is **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions for committing serious and/or violent felonies.

POSITION FOR WHICH YOU ARE APPLYING:

NAME: LAST

FIRST

MIDDLE

ADDRESS (STREET, CITY, STATE, ZIP):

PREFERRED PHONE:

EMAIL:

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SECTION 1

Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? If No, skip to Section 3.

Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury, or a conviction that has been judicially dismissed or ordered sealed, including "expungement" granted pursuant to Penal Code section 1203.4. Note: Exclude convictions related to the use of marijuana that are over two years old.

Yes No

SECTION 2

If "Yes," list all convictions including, but not limited to convictions for "driving under the influence" and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c).

California Labor Code section 432.8 prohibition on asking about marijuana convictions does not apply to Health and Safety Code section 11359 (possession of marijuana for sale) and Health and Safety Code section 11378 (possession of a specific controlled substance). These convictions must be disclosed.

Explain all "Yes" answers below.

SECTION 3

I certify all statements made on and attached to this conviction supplement are true and complete to the best of my knowledge.

I understand that any false statements or incomplete information will result in disqualification, removal of my name from the eligibility list and/or termination from employment.

Signature of Applicant: _____ **Date:** _____