SAN JOSE UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES/CLASSIFIED

APPLICATION FOR ANNOUNCED CLASSIFIED VACANCY

PLEASE PRINT or TYPE ALL REQUESTED INFORMATION COMPLETELY

Application for the following position:

Job#_____Position_____Location_____Hours/Day_____Months/Year_____

Lateral Transfer ☐

My Name is on the 39/63-month rehire list: Yes ☐ No ☐
CalPERS Retiree: Yes ☐ No ☐

I have passed all parts of the following tests given by San Jose Unified School District:

Entry Clerical ☐
Promotional Clerical ☐
Computer Skills Test ☐
Excel Skills Test ☐
Accounting ☐
Health Aide / Clerk ☐
ASB Account Clerk ☐

Promotional Food Service ☐
Custodian II ☐
Head Custodian I & II ☐
Program Assistant/Computer ☐
Program Assistant/Science ☐
Bilingual Spanish ☐
Other _____

Applied Behavior Analysis Training (ABA) ☐
IA - Infant Caregiver ☐
IA - Preschool/Early Ed ☐
NCLB Instructional Assoc. ☐
* 48 College Semester Units ☐
* 6 Early Childhood Ed. Units (ECE) ☐

***I have attached a transcript / diploma verifying that I have met the education requirements for this job.**

_____ _____
Last Name First Name Middle Social Security Number

Previous Names (AKA): _____ _____
CA Driver's License (or ID) #

_____ _____
Mailing Address Daytime Phone / Message

_____ _____
City State Zip Code Cell Phone

_____ _____ _____
Present Job Title Present Job Location Email address

Do you have any relatives employed at San Jose Unified School District? Yes ☐ No ☐
This includes mother, father, grandmother, grandfather, or grandchild of employee/applicant or of the spouse of the employee/applicant, son, son-in-law, daughter, daughter-in-law, brother, sister of the employee/applicant, domestic partner, or any relative living in your immediate household. If "yes," give name, department or school, and his/her relationship to you:

_____

Voluntary Applicant / Employee Identification: No information provided will be used to discriminate against or give preference to any individual in any personnel transaction. Section 1233 of the California Government Code permits school districts to solicit from applicants/employees a voluntary declaration of their sex and racial/ethnic group membership. Information provided will assist the District in accurately compiling required statistical reports for Federal and State agencies.

CHECK *ONE* CATEGORY WHICH BEST IDENTIFIES YOUR RACIAL/ETHNIC BACKGROUND:

☐ 1. American Indian or Alaskan Native (of the original peoples of North America)
☐ 2. Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent.
☐ 3. Filipino (of the original peoples of the Philippine Islands)
☐ 4. Black - not of Hispanic Origin (of any black racial group)
☐ 5. White - not of Hispanic Origin (of original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent)
☐ 6. Hispanic (of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race)
☐ 7. Pacific Islanders (any of the original peoples of the Polynesian, Micronesian, Melanesian Islands)

(OVER)

Education and Training

High School Attended _____ ** **Diploma or Equivalent?** Y ☐ N ☐
Name City, State

College or University Attended _____ ** **Degree** Y ☐ N ☐
Name City, State Course of Study

**** Copy of original diploma / degree / or official transcript must be attached to this application.**

Please list any additional courses and training that are job related: _____

Work Experience* (beginning with most recent)

Position	Employer	Address	Phone	From	To

* Education or work experience may be submitted to the Manager of Classified upon permanent employment for placement on the salary schedule above Step 1.

Have you ever been fingerprinted by SJUSD? Yes ☐ No ☐

Have you ever been convicted or found guilty of, or pleaded no contest to a crime? Yes ☐ No ☐

If your answer is "yes", please provide an explanation below. Include in your description the type of offense, date and location of the offense and the disposition of the case. _____

The above question must be answered, irrespective of any dismissal under the provisions of 1203.4 of the Penal Code. Conviction is not an automatic bar to employment in all cases. Each case is treated individually.

Licenses/Certification

California Driver's License Number _____

School Bus Driver Certificate Number _____ Class Number of License _____

References

Please list two persons, other than relatives, who have knowledge of your work experience, and one person (not related) who knows you personally.

Name	Address	Phone	Relationship

IMPORTANT NOTICE TO ALL APPLICANTS

San Jose Unified School District does not discriminate on the basis of age, race, sex, sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission or false statement made by me on this application, or any supplement to it, will be grounds for failure to employ me, or for my discharge should I become employed. My signature below authorizes San Jose Unified School District to check my references and authorizes release of information in connection with my employment. My signature also certifies that the information in this application, or any supplement to it, is an accurate and correct statement of my professional history.

I have reviewed the job description for the position for which I am applying. I would be capable of performing the essential functions of this position without accommodation. ☐ Yes ☐ No

If no, briefly describe the accommodation(s) you require:

_____

Date: _____ Signature of Applicant: _____

HF:mmb 07/20/11