

SELECTION PROCEDURE

- Priority 1 - Current employees working in a related classification (as identified in Appendix C, Local One Clerical Contractual Agreement) at a range equal to or above that of the position being advertised. **If the summer work schedule conflicts with the employee's normal work year, prior approval of the supervisor, along with a plan as to how the overlap will be dealt with, must be submitted to the Personnel Department with the application.**
- Priority 2 - Current employees working in a related classification at a range less than that of the position being advertised. **If the summer work schedule conflicts with the employee's normal work year, prior approval of the supervisor along with the plan as to how the overlap will be dealt with, must be submitted to the Personnel Department with the application.**
- Priority 3 - Employees receiving layoff notices for the next school year and employees on layoff. Any employee submitting late applications (after 4:00 PM on March 31, 2011).
- Priority 4 - Substitutes and non-employees. This priority group also includes all current District employees working within a different bargaining unit classification.

APPLICATION PROCEDURE

- Current Employees - An Extended School Year Classified Clerical Employees Application must be obtained and filed with the **Personnel Office.**
- Other Applicants - An application form and an Extended School Year Classified Clerical Employees Application must be obtained and filed with the Personnel Office. The completed application should clearly and fully describe the applicant's education and work experience (paid or volunteer) as well as any special skills or abilities. Additional supplementary information may also be submitted.

IMPORTANT INFORMATION FOR CURRENT EMPLOYEES

- APPLICATIONS THAT ARE NOT COMPLETE WILL NOT BE ACCEPTED. PLEASE BE SURE YOU COMPLETE THIS FORM *COMPLETELY AND CORRECTLY.*
- THE FINAL FILING DATE FOR SUMMER SCHOOL APPLICATIONS IS: **March 31, 2011.** APPLICATIONS RECEIVED AFTER THAT DATE WILL BE PUT ON 'PRIORITY 3' LIST REGARDLESS OF SENIORITY.
- **IF YOUR CURRENT JOB OVERLAPS WITH SUMMER SCHOOL PLEASE SUBMIT A COPY OF YOUR 'CLASSIFIED PERSONAL ABSENCE REPORT' FORM (or an authorization for absence from your administrator if using comp time) WITH THIS APPLICATION.**
- COMPLETED APPLICATIONS MUST BE SUBMITTED TO: **MDUSD PERSONNEL OFFICE
1936 Carlotta Drive
Concord, CA 94519**

Mt. Diablo Unified School District
CLASSIFIED CLERICAL EMPLOYEES APPLICATION
 HIGH SCHOOL AND EXTENDED SCHOOL YEAR

<i>Office use only:</i>
Sen: _____
CPAF: _____

Regular District employees need to complete this sheet only. Non-district applicants need **both** application (orange) and MDUSD application (white).

Important: Please be sure you complete this form completely and correctly. Incomplete applications will not be accepted.

Name: _____ Employee IFAS No: _____
Last First MI

Address: _____
House Number /Street Name City Zip

Home Phone: _____ SSN for new employees only: _____

Are you currently working as a **CLERICAL SUBSTITUTE** for MDUSD?

- Yes *(If yes, skip the next TWO lines ONLY)* No *(If no, please continue)*

1. Current Classification: _____ Location: _____ No. of months you work _____

2. Immediate Supervisor: _____ Work Phone: _____

Did you work in Extended School Year last year? Yes No

If Yes, what position? _____ Do you speak Spanish? Yes No

Are you trained in entering Attendance and Grades in Aeries (so we can arrange training if needed)? Yes No

Secretary

➔ Indicate **SITE PREFERENCE** (*not guaranteed*) by marking "1" for 1st choice, "2" for 2nd choice and "3" for 3rd choice . **DO NOT USE CHECK MARKS OR X'S -- ONLY THREE NUMBERS.**

<p style="text-align: center;"><u>ELEMENTARY- 4 weeks</u></p> <p>_____ El Monte Elementary (1)</p> <p>_____ Gregory Gardens Elementary/Robert Shearer Ct. (1)</p> <p>_____ Meadow Homes Elementary (1)</p> <p style="text-align: center;"><u>MIDDLE/HIGH SCHOOL PROGRAM- 4 weeks</u></p> <p>_____ Pleasant Hill Middle School (1)</p>	<p style="text-align: center;"><u>OTHERS – 4 weeks</u></p> <p>_____ Shadelands Center (1)</p> <p style="text-align: center;"><u>OTHERS – 4 weeks</u></p> <p>_____ Bridge Program @ Loma (1)</p> <p>_____ Alliance/Learning Center @ Olympic (1)</p>
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OVER ➔

Use this space to briefly describe your qualifications (training and experience) for this position. The information you enter below will be used to determine your placement. Make complete and concise statements. Use dates, titles, and duties performed. You may wish to review qualifications listed on the job announcement so you answer as completely as possible.

All MDUSD clerical employees:

- CPAF -** If your current job overlaps with summer school dates, you must submit a copy of your *Classified Personnel Absence Form* with this application (or an authorization for absence from your administrator if using comp time).
- JOB SHARE -** If you are interested in job-sharing it is YOUR responsibility to find someone who is willing to job share with you.

Job offers will be made after April, 2011

- ➔ I understand that during summer school, vacation time IS NOT GRANTED. There are NO “optional days off” during Summer School.
- ➔ District employees earn sick leave prorated on number of hours worked per day, provided employee works at least two weeks. This does not mean this day can be used during the summer school period. For clarification on this policy, please see summer school administrators.
- ➔ Prior to employment, outside candidates will be fingerprinted by Mt. Diablo Unified School District. Costs incurred are the responsibility of the prospective employee. Candidates cannot begin work until their fingerprints are cleared.

Applicant Signature: _____ Date: _____

IF YOU ARE INTERESTED IN APPLYING FOR CLASSIFICATIONS OTHER THAN THOSE LISTED ON THIS FORM, PLEASE CALL THE PERSONNEL OFFICE FOR THE APPROPRIATE APPLICATION.

COMPLETED APPLICATIONS MUST BE SUBMITTED BY
March 31, 2011