MT. DIABLO UNIFIED SCHOOL DISTRICT

1936 Carlotta Drive
Concord, CA 94519
(925) 682-8000
www.mdusd.k12.ca.us

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFIED EMPLOYMENT APPLICATION

DO NOT WRITE HERE FOR PERSONNEL USE ONLY

INSTRUCTIONS: This application is part of your total evaluation. Answer all questions completely and accurately. All statements are subject to verification. You may be disqualified or dismissed for any false statement. Please write legibly. Use only pen or typewriter.

Last Name _____ First _____ Middle _____ Home Phone _____ Work Phone _____ Ext. _____ Cell Phone _____

Address _____ City _____ State _____ Zip _____

Social Security No. _____

POSITION APPLYING FOR: (Separate application required for each position)

_____

Location _____ Hours _____

CHECK TYPE(S) OF POSITIONS YOU WOULD ACCEPT

☐ FULL TIME ☐ SUBSTITUTE

☐ PART TIME

PERSONAL DATA AND HISTORY

1. Have you ever been *convicted and/or arrested* of any offense, other than a minor traffic violation, that has not been sealed, expunged or statutorily eradicated? If yes, please explain in Section 5. **Note:** State law requires that all applicants prior to employment be fingerprinted and prohibits employment of any person convicted of a serious or violent felony or certain sex and narcotic offenses. Except for these offenses, conviction is not an absolute bar to employment. **Failure to reveal convictions and/or arrests is grounds for immediate termination.** ☐ Yes ☐ No
2. Have you ever been discharged, forced to resign, or released during a probationary period from any position? If yes, explain in Section 5. If answer is yes, it is not necessarily a bar to employment. Each case is given individual consideration, based on job-relatedness. ☐ Yes ☐ No
3. Are you presently employed by the Mt. Diablo Unified School District? ☐ Yes ☐ No
   Class Title _____ Location _____
4. Have you ever worked for MDUSD before? If yes, indicate: ☐ Yes ☐ No
   _____ Dates of Employment _____ Department/School _____ Position
5. Explanations/Remarks (attach additional sheets if necessary) _____

EDUCATION AND TRAINING

Check the appropriate box if you possess one of the following: ☐ High School Diploma ☐ GED Certificate ☐ High School Proficiency Certificate

Give highest grade or educational level achieved _____

College or University — Location	No. Units Per Qtr Sem	Major	Yrs completed 4	Degree
College or University — Location	No. Units Per Qtr Sem	Major	Yrs completed 4	Degree

List any other business, trade, or special training that relates to the position (give location & dates):

_____

SKILLS AND CERTIFICATIONS

1. Do you have a valid Driver's License? ☐ Yes ☐ No State: _____ License No.: _____
   Class (choose one) D Expiration date: _____
2. Other licenses or certification of professional competence related to the position: _____
3. Clerical/Secretarial Skills (if required by the position): Typing Speed _____ Shorthand _____ Computer Skills _____
   List other skills including machines and equipment you operate: _____
4. Foreign Language(s) you speak fluently (if required by the position). Indicate whether you read or write in that language:
   _____
5. List other skills, abilities, experience which would qualify you for this position: _____

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Applicant _____

WORK EXPERIENCE: Begin with the most recent experience and account for all time during the last ten years. Also list any other prior experience relevant to the position for which you are applying. Unless specifically excluded by minimum job requirements, verifiable voluntary experiences may be considered if job related. **Resumes may be attached, but do not take the place of the completed application form.** Use additional sheets, if necessary.

Date From:	To:	Title		Supervisor
Total Years Mos.		Hours worked per week	Employer's Name	Phone
☐ Full Time ☐ Part Time ☐ Volunteer		Salary Per Yr	Employer's Address	

Duties Performed

Reason for Leaving

Date From:	To:	Title		Supervisor
Total Years Mos.		Hours worked per week	Employer's Name	Phone
☐ Full Time ☐ Part Time ☐ Volunteer		Salary Per Yr	Employer's Address	

Duties Performed

Reason for Leaving

Date From:	To:	Title		Supervisor
Total Years Mos.		Hours worked per week	Employer's Name	Phone
☐ Full Time ☐ Part Time ☐ Volunteer		Salary Per Yr	Employer's Address	

Duties Performed

Reason for Leaving

Date From:	To:	Title		Supervisor
Total Years Mos.		Hours worked per week	Employer's Name	Phone
☐ Full Time ☐ Part Time ☐ Volunteer		Salary Per Yr	Employer's Address	

Duties Performed

Reason for Leaving

REFERENCES: List three persons (other than relatives) who have first-hand knowledge of your *work* experience.

NAME AND ADDRESS	PHONE	POSITION	RELATIONSHIP

For reference purposes, do we have your consent to contact any or all the employers or references listed on this application? ☐ Yes ☐ No

If no, state reason _____

NOTE: As a condition of employment, you will be required to be FINGERPRINTED, sign a LOYALTY OATH, produce evidence that you are FREE OF ACTIVE TUBERCULOSIS, PASS A PHYSICAL EXAMINATION, sign a MANDATORY CHILD ABUSE REPORTING STATEMENT and submit verification of your LEGAL RIGHT TO WORK IN THE UNITED STATES. Any expenses incurred to fulfill these conditions of employment are to be borne by the employee. ***Pursuant to California law, employment shall not commence prior to the Department of Justice completing its fingerprint clearance.***

CERTIFICATE OF APPLICANT

In order to be considered for the position, all portions of the application must be filled out. This includes the Authorization To Acquire Information From References and the Important Information for All Applicant forms. Recheck the application to be sure it is complete and read the following carefully before signing. Applicant must sign personally.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material facts herein will cause forfeiture on my part to employment. I further agree to be fingerprinted, to submit to a complete medical examination, to sign a loyalty oath, to sign a Child Abuse Reporting Statement and, upon employment, to furnish proof of age and employment eligibility.

Signature (Present LEGAL Name) _____ Date _____

Applicant _____

IMPORTANT INFORMATION FOR ALL APPLICANTS MUST BE SUBMITTED WITH YOUR APPLICATION

1. Convictions and/or arrests: A conviction and/or arrest may not necessarily disqualify you from the job for which you have applied. Convictions include diversionary offenses, or other offenses that have been plea bargained or for which you have pleaded no contest. **Failure to reveal convictions and/or arrests is grounds for immediate termination.** Have you had any convictions including felonies or misdemeanors that have not been sealed, expunged or statutorily eradicated? Do not include minor traffic violations.

   ☐ Yes ☐ No

   If you answered "Yes," please attach a statement that includes the nature and the date of the conviction.

2. Have you ever had any professional license, degree, or privilege revoked or suspended?

   ☐ Yes ☐ No

   If you answered "Yes," please attach a statement that includes the reason for the revocation, the date of the revocation, and the name and address of the agency revoking the privilege or license.

3. Have you ever been discharged or asked to resign from a position?

   ☐ Yes ☐ No

   If you answered "Yes," please attach a statement that includes the reason for the discharge or resignation, the date of the discharge or resignation, and the name and address of the employer or organization.

4. Have you ever been a member of the Public Employees Retirement System (PERS)?

   ☐ Yes ☐ No

5. I have reviewed the job description(s) for the position(s) for which I have applied and I would be capable of performing the essential functions of the position(s) with or without reasonable accommodation.

   ☐ Yes ☐ No

6. I understand that, if selected must pass a tuberculosis examination or provide certification that I am free of communicable tuberculosis in accordance with Education Code 49406.

   ☐ Yes ☐ No

7. I understand that I will be required to be fingerprinted and in accordance with Assembly Bill 1610, I will not be able to begin work until after my fingerprints have been cleared by the Department of Justice.

   ☐ Yes ☐ No

8. I understand that my appointment to a position with the school district shown on this application is subject to the approval of the Board of Education.

   ☐ Yes ☐ No

9. I understand that I will be in probationary status for the period of time prescribed by policies of the Board of Education during which time the district may release me from my position without cause.

   ☐ Yes ☐ No

10. I swear and affirm that all of the information provided in this application and in any attached documents is accurate, not misleading, true, correct, and complete. I understand that any false information, inaccuracies, or incomplete information contained in this application or attachment to this application will constitute grounds for rejection of the application or termination, if hired. I understand that falsification of this application or any documents included with it qualifies as grounds for termination under the Education Code for dishonesty.

    ☐ Yes ☐ No

11. I understand that the school district will contact references that are given on my application as well as individuals that are not shown on my application. I authorize the district to contact these individuals and absolve the district from any liability in regard to employment references. In addition, I authorize the release of information in regard to my employment and absolve any prior employer or any other individual contacted for a reference from any liability. I agree that this signed form can be faxed to former employers or persons being contacted for a reference and that my faxed signature will serve as an original. If hired, I agree that if I leave the employment of the district, the district has my consent to give an accurate and truthful reference to any other employers.

NOTICE TO ALL APPLICANTS

The Mt. Diablo Unified School District complies with the rules and regulation contained in Title VII of the Civil Rights Act of 1964, Title II of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. This school district does not discriminate on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental ability, medical condition, Vietnam era veteran status, actual or perceived sexual orientation, or any other reason prohibited by State and Federal law.

Applicant's Signature _____ Date _____

An Equal Opportunity Employer

Voluntary Applicant/Employee Identification Form

No information given 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 employees a voluntary declaration of their ethnic group membership. Information provided will assist the District in accurately compiling required statistical reports for Federal and State agencies. This information will be placed in a separate, nonpublic file, accessible for research purposes only.

Name _____
Last First

POSITION _____

SOURCE OF REFERRAL

Newspaper or Journal (which one?) _____

Bulletin listing job opening (where posted?) _____

School Career Center (name of school) _____

Referred by Employee _____

Referred by State Unemployment Office _____

Other (specify) _____

TO APPLICANT: Please read this introduction carefully before responding. The information requested in this section is voluntary. It is requested under the conditions of Section 1233 of the California Government Code which permits collection of ethnic background data on employment applicants. This data will have no bearing on your application. This sheet is coded according to the position for which you are applying, not according to name. It will be placed separately in a nonpublic file, accessible only for research purposes.

PLEASE CHECK APPROPRIATE BOX

☐ Hispanic	☐ Caucasian	☐ African American
☐ American Indian	☐ Filipino	☐ Chinese
☐ Japanese	☐ Korean	☐ Cambodian
☐ Asian Indian	☐ Laotian	☐ Guamanian
☐ Other Asian	☐ Hawaiian	

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE