

# EMPLOYMENT APPLICATION CLASSIFIED

Plumas Elementary School District

POSITION DESIRED \_\_\_\_\_

Job # \_\_\_\_\_

## APPLICATION REQUIREMENTS

- ☐ PESD Application Form
- ☐ Resume
- ☐ Formal Letter of Interest
- ☐ Letters of Reference

***See back page for application guidelines***

## PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone # (\_\_\_\_) \_\_\_\_\_ Work phone # (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_

Have you ever worked for a school district? ☐ Yes ☐ No

If YES, when, where and in what capacity \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Are you related to any employee of this organization? ☐ Yes ☐ No

If YES, list name and relationship to you \_\_\_\_\_

Have you been dismissed or asked to resign from any position? ☐ Yes ☐ No If YES a letter of explanation must accompany application.

How many jobs have you held in the past ten (10) years? \_\_\_\_\_

## EMPLOYMENT RECORD

List all paid experience in chronological order, most recent first. Please account for all gaps in employment.

(1) Employer\_\_\_\_\_

Address\_\_\_\_\_ Position Title\_\_\_\_\_

Inclusive Dates: From\_\_\_\_\_ To\_\_\_\_\_ Annual Salary\_\_\_\_\_

Name and Title of Immediate Supervisor\_\_\_\_\_

OK to contact? ☐ Yes ☐ No Work phone # (\_\_\_\_)\_\_\_\_\_ Other phone # (\_\_\_\_)\_\_\_\_\_

Duties:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving position\_\_\_\_\_

(2) Employer\_\_\_\_\_

Address\_\_\_\_\_ Position Title\_\_\_\_\_

Inclusive Dates: From\_\_\_\_\_ To\_\_\_\_\_ Annual Salary\_\_\_\_\_

Name and Title of Immediate Supervisor\_\_\_\_\_

OK to contact? ☐ Yes ☐ No Work phone # (\_\_\_\_)\_\_\_\_\_ Other phone # (\_\_\_\_)\_\_\_\_\_

Duties:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving position\_\_\_\_\_

(3) Employer\_\_\_\_\_

Address\_\_\_\_\_ Position Title\_\_\_\_\_

Inclusive Dates: From\_\_\_\_\_ To\_\_\_\_\_ Annual Salary\_\_\_\_\_

Name and Title of Immediate Supervisor\_\_\_\_\_

OK to contact? ☐ Yes ☐ No Work phone # (\_\_\_\_)\_\_\_\_\_ Other phone # (\_\_\_\_)\_\_\_\_\_

Duties:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving position\_\_\_\_\_

## EDUCATION and TRAINING

Check the appropriate box, if you possess one of the following. Attach copy of transcript:

☐ High School Diploma

☐ General Equivalency Diploma (GED)

☐ Equivalent

Have you attained one of the following? ☐ Yes ☐ No

☐ Two years of college Attach copy of transcript

☐ An Associate's degree or higher Attach copy of transcript

☐ Successful completion of state paraprofessional exam Attach copy/copies of notice(s) of exam results

Give highest grade or educational level achieved \_\_\_\_\_

(1) Name of College or University \_\_\_\_\_

Address \_\_\_\_\_

Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

(2) Name of College or University \_\_\_\_\_

Address \_\_\_\_\_

Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

List any other business, trade or special training that relates to the position (give location and dates) \_\_\_\_\_

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## EMPLOYMENT SKILLS

What type of computer system are you most familiar with? ☐ PC ☐ MAC

List word processing software in which you are proficient. \_\_\_\_\_

\_\_\_\_\_

List accounting/spreadsheet software in which you are proficient. \_\_\_\_\_

\_\_\_\_\_

List other computer software you have used. \_\_\_\_\_

\_\_\_\_\_

Check the box of the office machines that you can operate.

☐ Computer ☐ Machine Transcription ☐ FAX ☐ Copy Machine ☐ Ten Key ☐ Other

Other \_\_\_\_\_

Please list any special licenses or certificates you hold \_\_\_\_\_

\_\_\_\_\_

List languages, other than English, that you are familiar with. *(If this position does not require bilingual skills, this question is optional)*

(1) \_\_\_\_\_

☐ Read ☐ Speak ☐ Write ☐ Fluent ☐ Some

(2) \_\_\_\_\_

☐ Read ☐ Speak ☐ Write ☐ Fluent ☐ Some

## APPLICATION GUIDELINES

Thank you for your interest in employment with Plumas Elementary School District. Please keep in mind the following important suggestions as you prepare your application.

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name and position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. Human Resources CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become property of Plumas Elementary School District. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.
- (8) No fax applications will be accepted.

## REQUIRED APPLICANT STATEMENT

- (1) Have you ever been convicted of a felony or a misdemeanor? ☐ Yes ☐ No  
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. If YES, a letter of explanation must accompany your application.
- (2) Can you, after employment, submit verification of your legal right to work in the United States? ☐ Yes ☐ No
- (3) Do you object to the contacting of references other than those provided? ☐ Yes ☐ No
- (4) Are you able to perform the essential functions of this position with or without reasonable accommodation? ☐ Yes ☐ No

*I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability, persons and organizations providing information required by the process. Plumas Elementary School District reserves the right to disregard any application which is not fully complete and Signed by the applicant.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO

Plumas Elementary School District  
Director of Human Resources  
1220 Zanes Drive  
Plumas Lake, CA 95961  
(530) 749-0690  
(530) 749-0689 fax