

# SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

699 Old Orchard Drive, Danville, California 94526

EQUAL OPPORTUNITY EMPLOYER

Phone (925) 552-5500 ☉ Fax (925) 552-5091 ☉ Hotline (925) 552-5046

www.srvusd.net/Human\_Resources

## Classified Employment Application

(Complete the entire form; a resume may NOT be submitted in lieu of an application.)

**You must submit a separate Position Interest Form for each position in which you are interested. Please do not submit more than one Application.**

Please complete all items listed on this form; sign and date the form, and return it promptly to the Classified Personnel Office of the San Ramon Valley Unified School District.

Last Name, First Name, Middle Initial	Preferred First Name	Social Security Number
Street Address		City/State/Zip Code
Home Phone Number:		Work or Message Phone Number:
Driver's License: <input type="checkbox"/> No <input type="checkbox"/> Yes    Class: _____ State: _____ Number _____ Expires: _____		

### EDUCATION (List High School and Above)

School	Did you graduate?	Major	Degree

### SKILLS

Keyboarding - Correct Words per Minute:	No. of Years of Computer Experience:	Type of Computer(s):	10 Key by Touch Data Entry
Software Programs <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Word Perfect Other/Please List _____		Number of Years of Experience _____ _____ _____	
Multilingual: <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, list languages: _____			

### EMPLOYMENT HISTORY

Please provide **complete** information for your past employment. Show your PRESENT or most recent job FIRST. Use a separate block for each job title (even those with the same employer). Include U.S. Military schooling or training. If you need additional space, please attach an addendum. **In order for your application to be given full consideration, furnish correct names, addresses and phone numbers for all positions and employers.**

Title Full or Part Time	Dates From-To	Total Years	Major Duties / Responsibilities	Supervisor/ Employer Address / Phone	Reason for Leaving
Title: Salary:  <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # Hours/Week: _____					
Title: Salary:  <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # Hours/Week: _____					
Title: Salary:  <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # Hours/Week: _____					
Title: Salary:  <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # Hours/Week: _____					
Title: Salary:  <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # Hours/Week: _____					

### REFERENCES

Please list three references who have first-hand knowledge of you and your work. Do not list relatives.

Name/Address	Title	Telephone #'s

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**IMPORTANT INFORMATION FOR ALL APPLICANTS**

1. Convictions: A conviction 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 is grounds for immediate termination.** Have you had any convictions including felonies or misdemeanors? **(Note: You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4)**

Yes\*\*                      No

**\*\*If you answered "Yes," please attach a statement that includes the nature, code number, disposition, and 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. If employed, can you produce verification of your legal right to work in the United States?

Yes                              No

6. 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

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

Yes                              No

8. I understand that, upon selection, some positions may require the successful completion of a static strength test. Successful completion of the test is correlated with the ability to perform the essential physical tasks identified for this position.

Yes                              No

9. I understand that I will be required to be fingerprinted and, in accordance with Assembly Bill 1610 and Education Code 45125, I will not be able to begin work until after my fingerprints have been cleared by the Department of Justice.

Yes                              No

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10. I understand that my appointment to a position with the San Ramon Valley Unified School District is subject to the approval of the Board of Education.

Yes No

11. I understand that I will be in probationary status for six months (management probationary period is one year) during which time the District may release me from my position without cause.

Yes No

12. 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 for 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

13. I understand that the San Ramon Valley Unified 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 office to contact these individuals and absolve the District office 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 District employment, the District has my consent to give an accurate and truthful reference to any other employers.

Yes No

14. Have you ever been employed by the San Ramon Valley Unified School District?  Yes  No If "yes", please list your job title and dates of employment: \_\_\_\_\_

**NOTICE TO ALL APPLICANTS**

**The San Ramon Valley Unified School District complies with the rules and regulations contained in Title VII of the Civil Rights Act of 1964, Title II of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The San Ramon Valley Unified School District wishes to inform all individuals and organizations that the 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 disability, 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:
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