

Palo Verde Unified School District

Office of Personnel Services

295 North First Street, Blythe, CA 92225

Telephone (760) 922-4164

CLASSIFIED EMPLOYMENT APPLICATION

Classified Applicants:

The Palo Verde Unified School District appreciates your interest. Please complete this application and return it prior to the deadline listed in the announcement of the position opening. If a position will remain open until filled, the announcement will specify that. Resumes and letters of recommendation from previous employers are helpful and they may be included with completed application, but will not be returned.

All applicants need to take and pass the District's Basic Skills Test before any consideration can be given. The passing level is dependent upon the position applied for. Some positions require additional testing. Information regarding the deadline for applying, testing date, and job description are contained in the "announcement of job opening" packet. This packet is posted at the District Office.

Please address all pre-employment correspondence to:

Director of Human Resources, Title IX Officer
Palo Verde Unified School District
295 North First Street
Blythe, CA 92225
(760) 922-4164

Please type or print:

Last Name of Applicant	First Name	Middle Initial
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Complete mailing address (including zip code)

Telephone Number (including area code)	Alternate Telephone Number, if available
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Position applying for	Date
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Please check here if you would be interested in substituting in the position for which you are applying.

“AN EQUAL OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER”

Please type or print response to the following questions. Do not write "see resume". Respond completely to each question. Incomplete applications will not receive consideration.

1. Are you legally able to work in the United States? Yes No

2. Experience and/or training relative to the position you are applying for:

3. List below all present and past employment, beginning with most recent:

Employer's Name and Address	Position Held	Dates of Employment	Reason for Separation

4. Education:

Name and Location of Institution	Dates Attended From – To	Graduated, Diploma or GED

Check highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

College: 1 2 3 4 Other: _____

5. Describe any vocational or technical training:

6. List any qualification which might equip you to work with culturally different, minority and/or multi-ethnic programs/students/adults.

Foreign language spoken fluently: (1)_____ (2)_____ (3)_____

7. Professional references (include only those who have knowledge of your work and/or character):

NOTE: It is important to include home telephone numbers to your present supervisor as a reference.

Name	Position	Firm Name and Address	Office Telephone	Home Telephone

8. Can you, after employment, submit verification of your legal right to work in the United States? Yes No

Have you ever been employed by a school district? Yes No

Have you ever applied for a position with the Palo Verde Unified School District before? Yes No

If yes, give date(s), position(s) and name if stated different than on this application:

Have you been employed by the Palo Verde Unified School District? Yes No

If yes, give dates and position:

Are you able to perform the essential functions of the job with or without reasonable accommodation?

Yes No

Have you ever been convicted of a felony or, within the last two years, a misdemeanor for which you were imprisoned? (A conviction will not constitute an automatic bar from employment). Yes No
 If you answered "yes" to the preceding question, please explain in detail each conviction:

Do you possess a valid California driver license? Yes No

Date available for work? _____

How did you hear about this position? Employee Friend/Relative
 Newspaper Other _____

9. List any other information you would like to have considered or feel needs to be considered:

IMPORTANT - READ CAREFULLY:

Employment regulations require all candidates to submit a certificate as evidence of freedom from tuberculosis at the time of employment. Fingerprints are checked and cleared at the time of appointment to a district position.

I HEREBY CERTIFY all statements made herein are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded at any time. I release from all liability persons and organizations reporting information required by this application. I understand falsification of any information on this document will result in no further consideration of my application or if employed will result in immediate termination.

 Signature of applicant
 (Please sign application with the name that is typed on your Social Security Card. This will be the name used for our district records).

 Date

FOR DISTRICT USE ONLY:

	Date	By	Rating
Basic Skills Test			
Other Pre-employment Test			
Interviews			