



NOT A CURRENT EMPLOYEE

CLASSIFIED EMPLOYMENT APPLICATION
25631 Peter A. Hartman Way 949 586-1234
Mission Viejo, CA 92691 www.svusd.k12.ca.us

Position Applying For:

Location:

Last Name _____ First Name _____ Middle Name _____ Date _____

Address _____ City, State Zip _____

Social Security Number _____ Home Telephone Number _____ Business or Message Number _____

Please answer all questions completely: If a question does not apply, write "N/A". If you need additional space to answer any questions or sections, please attach an additional page. Don't forget to sign and date this application and fill out perforated section below. CHECK HERE IF YOU ARE CURRENTLY A HIGH SCHOOL STUDENT
 Prior Employment: Please list employment for the past ten years, beginning with the most recent.

From:	Most Recent Employer:	Last Position:	Last Salary:
To:	Address. City State Zip Code Contact Telephone	Starting Position:	Starting Salary:

Nature of Duties:

Reason for leaving:

From:	Previous Employer:	Last Position:	Last Salary:
To:	Address. City State Zip Code Contact Telephone	Starting Position:	Starting Salary:

Nature of Duties:

Reason for leaving:

From:	Previous Employer:	Last Position:	Last Salary:
To:	Address. City State Zip Code Contact Telephone	Starting Position:	Starting Salary:

Nature of Duties:

Reason for leaving:

Applicant Information

To: Name:
Address:
City, State Zip:

From:
 Saddleback Valley Unified School District
 25631 Peter A., Hartman Way
 Mission Viejo, CA 92691

Position Applied For _____ Location _____
 Thank you for your interest in employment with us. We regret to advise that you have not been selected for further screening to fill this position. Please consult our website www.svusd.k12.ca. for additional opportunities.

EDUCATION	Name of School, College, etc.	City/State	Dates Attended	Degree/Certificate Received
Sr. High			To: From:	
Jr. College			To: From:	
College or University			To: From:	
Trade Other			To: From:	

Have you ever been convicted of a crime? Yes No If yes, give full explanation in the area provided below (when, where, what, disposition).
 NOTE: You are not required to list: (1) any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; (2) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged, and the case has been judicially dismissed pursuant to Penal Code section 1203.4; or (3) any marijuana conviction that is at least two years old as described in California Labor Code section 432.8.

Can you perform, either with or without reasonable accommodations, the essential functions of the job as described in the job description?
 Yes No If no, please describe in the space provided below.

Can you speak a foreign language? Yes No If yes, what language? _____ Rate your level of fluency by marking the appropriate number:
 1-Limited understanding/speaking ability, 2-Can communicate/understand simple sentences, 3-Understand/communicate in most circumstances,
 4-Understand/communicate with near native ability, 5-Native speaker who understands/communicates in all situations.

Can you, after employment, submit birth certificate, visa, or other proof of age and legal right to work in the U.S.? Yes No

Are you now or have you ever been a member of a public retirement system? Yes No If yes, what agency? _____

List any relative(s) employed by the Saddleback Valley Unified School District.

Typing Speed (wpm) Shorthand Speed (wpm) Dictaphone Yes No

List business machines you are able to use:

Please list other experiences and/or special skills that would give us an indication of your capabilities to fill the position for which you are applying:

Use this area to provide additional information as requested above:

READ CAREFULLY BEFORE SIGNING:

I certify that all statements contained herein are true to the best of my knowledge and belief, and I understand that any misstatement of facts contained in this application will be cause for rejection of the application or discharge from the School District service. I authorize the District to contact any previous employers necessary to verify the information I have provided except where I have noted "Do Not Contact".

I understand that in accordance with Education Code 45125, all persons to be employed must be fingerprinted prior to employment and Education Code 49406, no person shall be initially employed by a school district unless he/she has submitted to an examination within the past 60 days to determine that he/she is free of active tuberculosis, I will not be allowed to work or be paid until I complete the above. I understand that the County requires that I be hired exactly as my name and number appears on my Social Security Card and I must provide this card as proof of the same.

Signature: _____

Date: _____

MANUAL SIGNATURE REQUIRED

The Saddleback Valley Unified School District is committed to a policy of Equal Opportunity Employment in the hiring of all personnel.