

**CURRENT EXEMPT EMPLOYEE**



CLASSIFIED EMPLOYMENT APPLICATION  
 25631 Peter A. Hartman Way  
 Mission Viejo, CA 92691, 949.586.1234  
[www.svusd.k12.ca.us](http://www.svusd.k12.ca.us)

Position Applying For: \_\_\_\_\_

Location: \_\_\_\_\_

Last Name	First Name	Middle Name	Date
Address		City & Zip	
Social Security No:	Home Phone:	Business or Message:	
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, attach an additional page. <u>Don't forget to sign and date this application and fill out perforated section below</u> Length of time as District employee _____  PRESENT POSITION TITLE: _____ PRESENT WORK SITE _____			
Nature of Duties:			
Reason for leaving:			
Prior Employment: Please list employment for the past ten years			
From:	Most Recent Employer:	Last Position:	Last Salary:
To:	Address:	Starting Position:	Starting Salary:
Nature of Duties:			
Reason for leaving:			
From:	Previous Employer:	Last Position:	Last Salary:
To:	Address:	Starting Position:	Starting Salary:
Nature of Duties:			
Reason for leaving:			

**Applicant Information**

To: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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 our website at [www.svusd.k12.ca.us](http://www.svusd.k12.ca.us) for additional opportunities.

**CURRENT EXEMPT EMPLOYEE**

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:	

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 checking the appropriate box:

- 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.

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.