

**CURRENT REGULAR EMPLOYEE
APPLICATION FOR DIFFERENT TITLE AND/OR HOURS**



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 & 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, please attach an additional page. Don't forget to sign and date this application.

LENGTH OF TIME WITH SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT _____

From:	Present Position:	Present Location/Site	Last Salary:
To:	Current Principal/Supervisor:		Starting Salary:

Length of time in position _____

Nature of Duties:

Reason for leaving

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

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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.

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

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.

_____ 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.