



**HESPERIA UNIFIED SCHOOL DISTRICT
PERSONNEL SERVICES**

ATTENTION:

The following materials MUST be submitted WHEN YOU TURN IN YOUR APPLICATION! Failure to do so will disqualify your application for employment:

- **Copy of high school diploma or equivalency**
- **Copy of first aid/CPR, CNA, degrees, certificates and/or licenses required for the position.**

Please make a copy of the original. We do not provide copies or return them.

The District will not accept materials after you have already turned in your application.

The District will not notify you if you submit an incomplete application, including missing materials.

Thank you for assisting us in giving proper attention and review of your application.

CLASSIFIED NON-TEACHING APPLICATION HESPERIA UNIFIED SCHOOL DISTRICT

This application must be submitted to the District prior to the closing date/time, if any, listed on the posting for current vacancies. The District accepts applications for current vacancies only. Each position/bulletin# must be submitted on a separate application. Incomplete applications will not be considered. This application is part of the screening process and must be completed in its entirety. Do not state "Please see resume" on any part of the application when specific information is requested. Proof of degrees, diplomas, certificates, licenses, letters of recommendation, etc...required for this position must be turned in with the application.

TYPE or PRINT using DARK INK ONLY. All applications must have original signatures.

Position for which you are applying: _____ Bulletin # (see flyer) _____

(office use only)

PERSONAL INFORMATION

Last Name	First Name	Initial	Maiden/Former Name[s]	SSN[optional]
Home Address		City	State	Zip
Mailing Address (if different)		City	State	Zip
Home Phone ()	Work Phone () Ext.	E-Mail [H] (Optional)[W]		Fax: ()

YES NO Are you under 18? If yes, can you provide a work permit? YES NO
 YES NO Have you ever applied here before? If yes, when, and for what position? _____
 YES NO Have you ever been employed here before? If yes, when: _____ Position: _____
 Reason for leaving: _____ Name of last supervisor: _____
 YES NO Are you currently employed? If yes, may we contact your employer if you are a finalist for a position? YES NO If no, please explain: _____
NOTE: The District will not employ applicants without thorough reference checks, including your current employer.

Languages other than English: [If this position does not require bilingual skills, this question is optional]

_____ Read Speak Write Fluent Some
 _____ Read Speak Write Fluent Some

YES NO In order to comply with anti-nepotism laws and regulations, are you related by blood or marriage to a member of the Hesperia Governing Board, or any person employed in any other capacity in this District? If yes, please list all such persons and your relationship to them:

Name _____ Relationship _____
 Name _____ Relationship _____
 Name _____ Relationship _____

Date available for employment: _____

Availability for work: Full-time Part-time Nights/evenings Weekends Substitute Temporary

Are you a current member of the California Public Employee Retirement System? [PERS] YES NO

Are you retired from the California Public Employee Retirement System? [PERS] YES NO

NOTE: PERS Regulations prohibit districts from hiring retirees into permanent positions per Government Code Section 21220.

FIRST

LAST

EDUCATIONAL AND PROFESSIONAL OR TECHNICAL/CRAFT/TRADE PREPARATION
(ATTACH COPIES OF GED, DIPLOMAS, CERTIFICATES, ETC... WITH APPLICATION)

<input type="checkbox"/> YES <input type="checkbox"/> NO Do you possess a high school diploma? (ATTACH COPY OF CERTIFICATE)	If "NO," have you earned a "GED?" <input type="checkbox"/> YES <input type="checkbox"/> NO (ATTACH COPY OF CERTIFICATE)
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✓School, College, Trade or Vocational School, etc. Name, City and State			✓List degree or certification earned (ATTACH COPIES) (If a college degree or certificate, list the subject area)			Verified (office use only)
High School ✓			✓			
Other Schools:	Dates Attended From To			Units Qtr. Sem.		
✓			✓			
✓			✓			
✓			✓			

EXPERIENCE

List all paid experience for the last 10 years in chronological order, most recent first.
You must account for all gaps in employment. You may add additional sheets if necessary.

1	Job Title	Inclusive Dates From: To:		# of Yrs.
	Employer	Duties		
	Address			
	Name of Supervisor Telephone ()	Reason for Leaving (Subj. to verification)	Salary/Wages	
2	Job Title	Inclusive Dates From: To:		# of Yrs.
	Employer	Duties		
	Address			
	Name of Supervisor Telephone ()	Reason for Leaving (Subj. to verification)	Salary/Wages	
3	Job Title	Inclusive Dates From: To:		# of Yrs.
	Employer	Duties		
	Address			
	Name of Supervisor Telephone ()	Reason for Leaving (Subj. to verification)	Salary/Wages	
4	Job Title	Inclusive Dates From: To:		# of Yrs.
	Employer	Duties		
	Address			
	Name of Supervisor Telephone ()	Reason for Leaving (Subj. to verification)	Salary/Wages	

PERSONAL REFERENCES:

(Name, Address, Phone #)

For applicants with no prior work experience only.

- 1) _____
- 2) _____
- 3) _____

SPECIAL SKILLS

List all training and experience you have that are not included elsewhere in this application.

CONFIDENTIAL INFORMATION

The following information is REQUIRED for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for "Yes" responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies. **EXPLAIN ALL "YES" ANSWERS TO QUESTIONS 1- 5 IN THE BLANK AREA PROVIDED ON THE BOTTOM OF THIS PAGE.**

- 1. YES NO Are you currently the subject of any inquiry or investigation by your current employers, any former employer, any law enforcement agency or any other agency?

- 2. YES NO Have you ever been demoted, suspended, dismissed, fired, or have you ever resigned in lieu of demotion, suspension or dismissal from a job? If yes, please explain:

Read the explanation below before answering this question:

- 3. YES NO Have you ever been convicted of a felony or a misdemeanor? [Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury.]

List all convictions except as described below, including, but not limited to convictions for "driving under the influence," and convictions for sex and drug offenses listed in California Education Code Sections 44010 and 44011 (even if such conviction was later expunged from your record pursuant to Penal Code 1203.4.) Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.5(c) and 1192.7(c). [See Declaration, Waiver and Hold Harmless Agreement" for a list of enumerated "serious and violent" felonies.]

DO NOT include any misdemeanor marijuana conviction that is more than two years old as of this date or any other juvenile conviction which was sealed by the Court under California Penal Code section 1203.45, or any misdemeanor conviction for which probation has been successfully completed AND THE CASE HAS ACTUALLY BEEN DISMISSED BY A JUDGE PURSUANT TO PENAL CODE SECTION 1203.4. Also, DO NOT include any arrest for which a pretrial diversion program has been successfully completed pursuant to Penal Code Sections 1000.5 and 1001.5. [It is THE APPLICANTS responsibility to verify that a Court has ACTUALLY dismissed a case AFTER successful probation. This does NOT automatically occur!]

- 4. YES NO Do you currently have any of the offenses described above pending against you which have not yet been settled in a court of competent jurisdiction? If yes, give what, where, when and current status of the case.

- 5. YES NO Are you currently under contract with any other district? [If yes, give district and date of expiration.]

- 6. YES NO Can you perform the essential functions of this position with or without, reasonable accommodation? [A "NO" answer need NOT be explained at this time.]

EXPLANATIONS FOR "YES" ANSWERS TO QUESTIONS 1-5 ONLY. (You may attach additional pages)

CERTIFICATION OF APPLICATION AND DECLARATION

PLEASE READ THE FOLLOWING CAREFULLY. THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU WILL BE EMPLOYED IF THE DISTRICT OFFERS A POSITION TO YOU.

1. The information I have provided is true and correct to the best of my knowledge and is subject to verification by the District.

2. To the extent permitted by law, I authorize the persons, schools, current employer and/or other organizations named in this application to provide the District with any information they have in their possession which may be required to reach an employment decision, including, but not limited to:

Salary history, dates of employment, rehire status, positions held, responsibilities and duties performed, reasons for leaving, attendance record, general character, etc...

I HEREBY WAIVE ANY RIGHT TO SEE ANY WRITTEN MATERIAL OR NOTES OF VERBAL OR TELEPHONIC COMMUNICATIONS RECEIVED BY THE DISTRICT AS A RESULT OF THESE INQUIRIES AND REQUESTS FOR INFORMATION. I UNDERSTAND THAT IF I AM HIRED BY THE DISTRICT, THIS INFORMATION WILL NOT BE PLACED IN MY PERSONNEL FILE AND THAT I WILL HAVE NO RIGHT TO SEE, REVIEW OR QUESTION ANY OF THESE PRE-EMPLOYMENT DOCUMENTS.

3. All offers of employment are subject to and contingent upon successfully passing a criminal background check by the California Department of Justice and satisfactory reference checks as determined solely by the District. Convictions of certain enumerated sex or drug violations, and/or convictions of serious or violent felonies, as specified by law, will bar employment with the District and will serve as the basis for dismissal after employment if discovered after you are hired.

4. I understand and agree:
 - a. Any misrepresentation or deliberate or negligent omission of material facts or information related to my application for employment may be justification for refusal to consider me for employment, or, if discovered after employment, dismissal from the District.
 - b. I must furnish evidence that I am free from tuberculosis.
 - c. I will provide evidence of my right to work, as required by law.
 - d. All supporting documents for this application are my responsibility to provide to the District when the application is submitted.
 - e. If this is a non-management, bargaining unit position, I will be required to join an employee association (union) or pay an agency shop fee. [See the posting for this information.]
 - f. I am responsible for all renewal requirements of all certificates and/or licenses required for this position.

I hereby declare that all statements made in this application are true and correct to the best of my knowledge.

Signed _____ **Date** _____
(Must be an original signature)

The Hesperia Unified School District is a SMOKE FREE workplace.

The District is also an Equal Opportunity Employer and does not discriminate in its hiring practices on the basis of age, sex, color, religion, national origin, ancestry, ethnicity, disability, medical condition or marital status. Any complaint alleging discrimination in hiring practices should be directed to the chief personnel officer of the District.

DECLARATION, WAIVER AND HOLD HARMLESS AGREEMENT

Pursuant to urgency legislation enacted by the California State Legislature and signed by the Governor, effective September 30, 1997, no person may be employed or continue in employment in a California public school if they have ever been convicted of a "serious or violent" crime in any jurisdiction. Additionally, no person may be employed in a California public school until the California Department of Justice has notified the school district that a fingerprint check of the job applicant confirms that the applicant has not been convicted of these felonies. In furtherance of this law:

- a. **I declare that I have never been convicted of a "violent" felony in any jurisdiction.** {A conviction includes a plea of a no contest, nolo contendere, guilty, a plea bargain or a finding of guilt by a court of competent jurisdiction. }

For purposes of this declaration, a "violent felony" in California Penal Code Section 667.5 (c) is defined as murder, voluntary manslaughter, mayhem, rape, sodomy or oral copulation by force, violence, duress, menace or fear of immediate and unlawful bodily injury on the victim or another person, lewd or lascivious acts on a child under the age of 14, any other felony punishable by death or imprisonment in the state prison for life, any felony in which the defendant inflicts great bodily harm on any person other than an accomplice or any felony in which the defendant uses a firearm, robbery where the defendant used a deadly or dangerous weapon, arson, attempted murder, explosion or an attempt to explode or ignite a destructive device or explosive with the intent to murder; kidnapping, continuous sexual abuse of a child, car jacking if the defendant used a dangerous or deadly weapon in the commission of the car jacking.

- b. **I declare that I have never been convicted of a "serious" felony in any jurisdiction.** {A conviction includes a plea of no contest, nolo contendere, guilty, a plea bargain or a finding of guilt by a court of competent jurisdiction. }

For purposes of this declaration, a "serious felony" is defined in California Penal Code Section 1192.7 (c) as murder, voluntary manslaughter, mayhem, rape, sodomy or oral copulation by force, violence, duress, menace or fear of immediate and unlawful bodily injury on the victim or another person; lewd or lascivious acts on a child under the age of 14, any other felony punishable by death or imprisonment in the state prison for life, any felony in which the defendant inflicts great bodily harm on any person other than an accomplice or any felony in which the defendant uses a firearm, robbery where the defendant used a deadly or dangerous weapon, attempted murder, assault with intent to commit rape or robbery, assault by a life inmate on a non-inmate, assault with intent to injure, exploding a destructive device or explosive or any explosive causing great bodily injury or mayhem, exploding a destructive device with an intent to murder, burglary of an inhabited dwelling, robbery or bank robbery, kidnapping, holding hostage or a person confined in state prison, false imprisonment as described in Section 210.5, attempt to commit a felony punishable by death or imprisonment in the state prison for life, any felony in which the defendant personally used a dangerous or deadly weapon; selling, furnishing, administering, giving or offering to sell or furnish, administer or give to a minor child, any heroin, phencyclidine (PCP), or any methamphetamine-related drug; penetration of a genital or anal opening by a foreign object where the act is accomplished against the victim's will or by force violence, duress, menace or fear of immediate and unlawful bodily injury on the victim of another person; car jacking, any conspiracy to commit any drug-related offense enumerated in California Health and Safety Code Section 11370.4 where the defendant was substantially involved in the planning, direction, or financing of the underlying offense, or any attempt to commit any crime listed in this subdivision, except assault.

I understand and acknowledge that I may not be employed by the District if I have been convicted of any of the offenses in any jurisdiction, as enumerated above. I also understand and acknowledge that an Offer of Employment will be withdrawn, or my employment will automatically be terminated if, at any time, the District determines I have falsified this Declaration or if I have been convicted of any of the enumerated offenses in any jurisdiction.

I hereby release and hold harmless the District, its Governing Board, agents, employees and/or representatives from any and all actions, suits claims, damages, attorney's fees and expert witness fees arising out of or in connection with any action undertaken in furtherance of or in compliance with this urgency legislation referenced herein, whether or not there is concurrent, passive or active negligence on the part of the district, its Governing Board, agents, employees and/or representatives.

Applicant's Signature _____
(Must be an original signature)

Date _____

APPLICANT DATA RECORD

Applicants and employees are treated equally during the application process without regard to race, color, religion, sex, national origin, age, marital or veteran status, physical or mental disability or medical condition.

To help us comply with government record keeping, reporting and other legal requirements, please fill out the Application Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date _____

Position Applied For _____

Referral Source: Advertisement Friend Relative Walk-in
 Other

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, disability and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Check One: Male Female

Check One: Under 18 18-25 26-40 Over Forty

Check one of the following: Ethnic Group

American Indian/Alaskan Native Asian Pacific Islander Filipino
 Hispanic Black, Not of Hispanic origin White, Not of Hispanic Origin
 Disabled Veteran Disabled Individual

FOR PERSONNEL DEPARTMENT USE ONLY

Position Applied for is Open: Yes No

Position Considered For: _____

Date _____

NOTICE REGARDING APPLICATION PROCESS FOR CLASSIFIED POSITIONS

The Hesperia Unified School District is committed to fair and efficient personnel procedures. Listed below are procedures and policies used by the Personnel Division in the classified hiring process. Your help in understanding and following these procedures is very much appreciated.

The policy of this office regarding the processing of applications is as follows:

- Applicants submit their application to Personnel for screening. Only fully completed applications, including all requested information and signatures, will be accepted for processing.
- Personnel will screen applications for completeness, the applicant's ability to meet minimum qualifications and quality of training and experience.
- Only those applicants **meeting minimum qualifications** will be invited to test, if required for the position. If a large number of applicants meet minimum qualifications, only the most highly qualified applicants will be invited to test (or continue in the process if testing is not required).
- After testing, applicants will receive a postcard indicating their scores and whether or not they passed the test. The most highly qualified applicants from this group will then be invited for an interview.
- The successful candidate(s) chosen for the position(s) will be notified by Personnel or the department supervisor that they have been selected for the position, subject to Governing Board approval.
- The successful candidate will be contacted by Personnel to schedule an appointment to process pre-employment paperwork requirements.

Applicants who continue in the hiring process will be notified by Personnel of testing, interviewing and pre-employment meetings. If you are not contacted for any of these activities, we encourage you to apply for other positions in the District as they become available, providing you meet the minimum qualifications for the vacancy as contained in these postings.

Alan P. Giles
Director, Personnel Services