

Kit Carson Union School District

EMPLOYMENT APPLICATION

CLASSIFIED

Kit Carson Union Elementary School Board of Trustees and Superintendent are responsible for compliance with equal employment opportunity laws. The District prohibits discrimination with respect to the hiring or promotion of individuals, conditions of employment, disciplinary and discharge practices, or any other aspect of employment on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity, pregnancy or veteran status. The District's objective is to ensure that individuals are treated in a fair and non-discriminatory manner throughout the employment process. It is unlawful to violate any federal, state or local law or regulation dealing with equal employment opportunity. Employees are also prohibited from harassing and/or retaliating against individuals who make equal employment opportunity complaints.

POSITION DESIRED _____

APPLICATION REQUIREMENTS

- Application Form and Resume
- Formal Letter of Interest
- One to Three Letters of Reference
- Authorization to Release Information

• See back page for additional application requirements and guidelines •

PERSONAL INFORMATION

Name _____ Social Security # _____

Address _____

City _____ State _____ Zip _____

Home Phone # (_____) _____ Work Phone # (_____) _____

Fax # (_____) _____ E-mail Address _____ Cellular # (_____) _____

Have you ever worked for a county office of education? Yes No Have you ever worked for a school district? Yes No

If YES, when, where and in what capacity _____

Reason for Leaving _____

Are you related to any employee of this organization? Yes No If YES, list name and relationship to you _____

Have you been dismissed or asked to resign from any position? Yes No

If YES, a letter of explanation must accompany application.

How many jobs have you held in the past ten (10) years? _____

EMPLOYMENT RECORD

List all paid experience in chronological order, most recent first. Please account for all gaps in employment.

(1) Employer _____

Address _____ Position Title _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? Yes No Work phone # (_____) _____ Other phone # (_____) _____

Brief description of job duties _____

Reason for leaving position _____

(2) Employer _____

Address _____ Position Title _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? Yes No Work phone # (_____) _____ Other phone # (_____) _____

Brief description of job duties _____

Reason for leaving position _____

(3) Employer _____

Address _____ Position Title _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? Yes No Work phone # (_____) _____ Other phone # (_____) _____

Brief description of job duties _____

Reason for leaving position _____

PERSONAL REFERENCES

Name, Occupation, Address, Phone _____

Name, Occupation, Address, Phone _____

Name, Occupation, Address, Phone _____

EDUCATION and TRAINING

Check the appropriate box, if you possess one of the following:

High School Diploma

GED Certificate

High School Proficiency Certificate

Give highest grade or educational level achieved _____

(1) Name of College or University _____

Address _____

Field of Study: Major _____ Minor _____

Dates Attended: From _____ To _____ Degree Awarded _____

(2) Name of College or University _____

Address _____

Field of Study: Major _____ Minor _____

Dates Attended: From _____ To _____ Degree Awarded _____

List any other business, trade or special training that relates to the position (give location and dates)

EMPLOYMENT SKILLS

Typing (WPM) (if applicable) _____

Shorthand (WPM) (if applicable) _____

What type of computer system are you most familiar with? IBM/PC Macintosh

List Word Processing Software in which you are proficient.

List Accounting/Spreadsheet Software in which you are proficient.

List other computer software you have used.

Check the box of the office machines that you can operate.

Computer Machine Transcription FAX Copy Machine Ten Key Other

Other _____

Please list any special licenses or certifications you hold _____

List languages, other than English, that you are familiar with
(If this position does not require bilingual skills, this question is optional)

(1) _____
 Read Speak Write Fluent Some

(2) _____
 Read Speak Write Fluent Some

APPLICATION REQUIREMENTS AND GUIDELINES

Thank you for your interest in employment with Kit Carson Union School District. Please keep in mind the following important requirements as you prepare your application

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name and position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. Human Resources CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of Kit Carson Union School District. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.
- (8) No fax applications will be accepted.

REQUIRED APPLICANT STATEMENT

- (1) Have you ever been convicted of a felony or a misdemeanor? Yes No
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. If YES, a letter of explanation must accompany your application.
- (2) Can you, after employment, submit verification of your legal right to work in the United States? Yes No
- (3) Do you object to the contacting of references other than those provided? Yes No
- (4) I have read the job description and can perform the essential functions of the position with or without reasonable accommodation. Yes No

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Kit Carson Union School District reserves the right to disregard any application, which is not fully complete and signed by the applicant.

Signature of Applicant _____ Date _____

PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO

Kit Carson Union School District
Human Resources Department
9895 7th Avenue, Hanford, CA. 93230
(559) 582-2843
www.kitcarsonschool.com

Equal Opportunity Employer