



Pacifica School District

375 Reina Del Mar Avenue • Pacifica, CA 94044 • (650) 738-6600

CLASSIFIED EMPLOYMENT APPLICATION

(Fill out completely - Please print or type)

Personal

Name: _____ Social Security No. XXX-XX-_____
 (First) Middle (Last) (Last four digits)

Current Address: _____ Phone: (____)_____
 (Street) (City) (State) (Zip)

Permanent Address: _____ Phone: (____)_____
 (Street) (City) (State) (Zip)

Driver's License: No Yes Class: _____ State: _____ Number: _____ Expires _____

Email address: _____

EMPLOYMENT HISTORY

List your employment experience in chronological order (most recent first). Indicate type including military, volunteer and self-employment. Please account for all time within the last 10 years whether you were working or not. (Attach additional pages if necessary).

| Position | Dates | | Employer | Highlight Major Duties | Reason for Leaving |
|----------|-------|----|----------|------------------------|--------------------|
| | From | To | | | |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |

EDUCATION/TRAINING

| Type and Location | Did you graduate? | Major | Minor |
|-------------------|-------------------|-------|-------|
| | High School | ... | ... |
| | | | |
| | | | |
| | | | |

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

Have you ever been convicted for anything other than a minor traffic violation? Yes No

If you answered yes to any of these questions, please explain the circumstances below:

Do you have a legal right to be employed in the United States? Yes No

Do you claim Veteran's Credit? Yes No

Are you of legal age to work? Yes No Work Permit? Yes No

REFERENCES

List below three references who are able to attest to your most recent training and experience:

| Name/Address | Title | Telephone Number |
|--------------|-------|------------------|
| | | |
| | | |
| | | |

SKILLS

| | | | |
|---|-------------------------------------|---|----------------------------|
| Keyboarding - Correct Words per Minute: | No of Years of Computer Experience: | Type of Computer(s): | 10 Key by Touch Data Entry |
| Software Programs <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> WordPerfect <input type="checkbox"/> Other/Please List: _____ _____ _____ | | Number of Years of Experience: _____ _____ _____ _____ _____ | |
| Multilingual: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list languages: | | | |

I Hereby Certify that all statements made herein are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. The District may make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment. I authorize such investigation and release from liability any person giving or receiving the information. I understand that falsification and omission of data or information discovered as a result of an investigation may prevent my being hired, or if hired, may subject me to immediate termination from employment.

Signature of Applicant

Date



Pacifica School District

Administrative Services

CONVICTION INFORMATION

IT IS IMPORTANT FOR YOU TO BE HONEST
A FALSIFIED APPLICATION MAY RESULT IN TERMINATION

POSITION APPLIED FOR _____

NAME _____ TELEPHONE _____

ADDRESS _____ CITY & ZIP CODE _____

Have you ever been convicted of any crime? Yes No If yes, explain below:

This includes: Driving under the influence of intoxicating liquor (DUI).
 Possession of marijuana.

It does not include minor traffic infractions.

1. Misdemeanor _____ Felony _____

TYPE OF CRIME: _____

DATE: _____ PLACE: _____

DISPOSITION: _____

2. Misdemeanor _____ Felony _____

TYPE OF CRIME: _____

DATE: _____ PLACE: _____

DISPOSITION: _____

(If necessary, request another sheet to list additional crimes.)

It is the Applicant's responsibility to provide a complete and accurate report of convictions. Falsification and omission of data or information may result in being withheld or if hired, in immediate termination from employment.

I certify that the information above is complete, true and correct.

_____ Date

_____ Applicant's Signature



Pacifica School District
Administrative Services

POSITION APPLIED FOR _____

NAME _____ TELEPHONE _____

Have you worked or are you presently working for the Pacifica School District?

No, I certify that I have never worked for the Pacifica School District in any capacity at any time.

Yes, I worked or am working for the Pacifica School District.

From _____ To _____ as a(n) _____

List any names under which you have worked, gone to school or served in the Armed Forces:

PHYSICAL CONDITION:

Is there any reason you could not perform the essential functions stated on the job description? Yes No
If yes, please describe below:

Do you need any special accommodation during the selection process? Yes No
If yes, please describe below:

The information below will be kept confidential. It will not be used in the selection procedure. Please check the appropriate line or lines, as applicable. This information is gathered by the District to meet state and federal reporting requirements.

RACE/ETHNIC DESIGNATIONS:

- | | |
|---|--|
| <input type="checkbox"/> 100 – American Indian/Alaskan Native | <input type="checkbox"/> 302 – Samoan |
| <input type="checkbox"/> 201 – Chinese | <input type="checkbox"/> 304 – Tahitian |
| <input type="checkbox"/> 202 – Japanese | <input type="checkbox"/> 399 – Other Pacifica Islander |
| <input type="checkbox"/> 203 – Korean | <input type="checkbox"/> 400 – Filipino/Filipino American |
| <input type="checkbox"/> 204 – Vietnamese | <input type="checkbox"/> 500 – Hispanic/Latino |
| <input type="checkbox"/> 205 – Asian Indian | <input type="checkbox"/> 600 – African American (Non Hispanic) |
| <input type="checkbox"/> 207 – Cambodian | <input type="checkbox"/> 700 – White (Non Hispanic) |
| <input type="checkbox"/> 299 – Other Asian | <input type="checkbox"/> 999 – Decline to state |
| <input type="checkbox"/> 301 -- Hawaiian | |

SEX (Voluntary): **Female** **Male**

How did you hear about this position?

- | | | |
|--|--|---|
| <input type="checkbox"/> Pacifica Tribune | <input type="checkbox"/> San Mateo Times | <input type="checkbox"/> Other, Where? _____ |
| <input type="checkbox"/> District Web Site | <input type="checkbox"/> District Hot Line | <input type="checkbox"/> District Employee <input type="checkbox"/> School Newsletter |