

# MENDOCINO UNIFIED SCHOOL DISTRICT

P. O. Box 1154 - 44141 Little Lake Road, Mendocino, CA 95460

Phone: (707) 937-5868 Fax: (707) 937-0714

## APPLICATION FOR CLASSIFIED EMPLOYMENT

Title Position applying for: \_\_\_\_\_

Applicant's Full Name \_\_\_\_\_  
(Last) (First) (M.I.)

Other Name(s) \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (ZIP)

Telephone Numbers:

Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

### MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

The Mendocino Unified School District is committed to equal opportunities for all individuals in education. District programs, activities, and employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, Section 504 disability or an other unlawful consideration.

### INDICATE ANY OTHER POSITION(S) DESIRED FOR WHICH YOU ARE QUALIFIED

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Instructional Aide | <input type="checkbox"/> Integrative Aide |
| <input type="checkbox"/> Office Assistant         | <input type="checkbox"/> Custodian          | <input type="checkbox"/> Maintenance      |
| <input type="checkbox"/> Bus Driver               | <input type="checkbox"/> Cook               | Other: _____                              |

### EMPLOYMENT AVAILABILITY:

I AM INTERESTED IN WORKING IN THE FOLLOWING (CHECK ALL THAT APPLY)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 12 month job    | <input type="checkbox"/> Full time – 40 hour week   | <input type="checkbox"/> All School locations |
| <input type="checkbox"/> 10/11 month job | <input type="checkbox"/> Part-time 20-39 hour week  | <input type="checkbox"/> K-8                  |
|  | <input type="checkbox"/> Part time less than 20 hr week <input type="checkbox"/> 9-12<br>(no medical or other benefits) |   |

### REFERRAL SOURCE:

- Employee  Friend  Posting/Advertisement (source) \_\_\_\_\_  
 Other (explain) \_\_\_\_\_

Are you, or have you ever been employed by MUSD? YES  NO

Job title \_\_\_\_\_ School/Department \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ (give complete details under employment section)

Are any members of your immediate family employees of the Mendocino Unified School District YES  NO

If you have worked under a different name, please state name: \_\_\_\_\_

Are you over the age of 18 (if no, hire is subject to verification) YES  NO

Do you have a valid California Driver's License YES  NO

Can you, after employment, submit verification of your legal right to work in the United States? YES  NO

### OTHER SKILLS

Languages: Type \_\_\_\_\_ Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

Computers: Word processing \_\_\_\_\_ Database \_\_\_\_\_ Spreadsheet \_\_\_\_\_



From _____ To _____ Total time _____ Hours/week _____ <input type="checkbox"/> hourly <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> volunteer No. supervised _____ (If applicable)	Title _____ Duties:  Reason for leaving: <input type="checkbox"/> resigned <input type="checkbox"/> terminated <input type="checkbox"/> other (explain)	_____ Name of present or last employer  _____ address  _____ _____ supervisor's name _____ telephone number
From _____ To _____ Total time _____ Hours/week _____ <input type="checkbox"/> hourly <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> volunteer No. supervised _____ (If applicable)	Title _____ Duties:  Reason for leaving: <input type="checkbox"/> resigned <input type="checkbox"/> terminated <input type="checkbox"/> other (explain)	_____ Name of present or last employer  _____ address  _____ _____ supervisor's name _____ telephone number

May we contact your present employer for a reference?   Yes    No

If "yes", your signature below authorizes MUSD to conduct reference checks of your employment history with your present employer

Have you been convicted for a crime in the past ten years, other than a minor traffic violation (a DUI is not considered a minor traffic violation). If yes, explain in an attached letter. Conviction does not necessarily disqualify you from employment. You need not disclose convictions that have been judicially sealed, expunged or statutorily eradicated.

Yes  No

Any personal documents which you enclose will not be returned, unless accompanied by a self-addressed envelope bearing sufficient postage. Please do not include high school or college graduation dates on any resume you may attach to this application.

I hereby certify that the above information is true, accurate, and complete; and authorize investigation of all statements on this application. Any misrepresentations or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment should I become employed with the district.

It is understood that this application and records become the property of the Mendocino Unified School District (MUSD) which reserves the right to accept or reject it. If selected for employment, I agree to observe all rules, regulations, and policies of MUSD now in force and in effect, or as they may change during my employment. I agree to be fingerprinted, take a test for tuberculosis, and, if required for the classification, to submit to a complete medical examination upon employment. If hired, I agree to furnish proof of age and citizenship. I hereby authorize MUSD to conduct a work history, reference check, and police record inquires. I release from all liability persons and organizations reporting information required in order to determine my acceptability for employment. I understand that employment is subject to verification of my lawful status.

**Signature of** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Applicant**