

CLASSIFIED EMPLOYMENT APPLICATION

A separate application is required for each position. List the specific position as shown on the Job Opportunity Bulletin. If applying for substitute position, please note.

APPLICATION FOR: _____

Full Legal Name _____ S.S. # _____
 (Last) (First) (Middle)

Address _____
 (Street) (City) (State) (Zip)

Telephone Numbers: Home () Work () Message ()

I. GENERAL INFORMATION – Be sure to answer all questions. An incomplete application may be disqualified.

1. Are you at least 18 years of age? Yes ___ No ___
2. Do you speak, read and /or write any other language? Yes ___ No ___ If so, which language (s)? _____
3. Are you interested in substitute work? Yes ___ No ___
4. Are you currently employed by the Bakersfield City School District? Yes ___ No ___ If so, please state position and school or department _____
5. Have you worked for Bakersfield City School District before? Yes ___ No ___ Dates? _____
 Under what name? _____
6. Have you ever been discharged or requested to resign from a position? Yes ___ No ___ If yes, please attach explanation.
7. **HAVE YOU EVER BEEN CONVICTED, PLED GUILTY OR PLED “NO CONTEST” TO ANY CRIMINAL OFFENSE? Yes ___ No ___**

A “yes” answer does not automatically disqualify you from employment. Consideration will be given to the type, date and number of offense(s); current status, special circumstances and other factors, such as whether the offense is relevant to the duties of the position applied for, may be considered. Failure to disclose a conviction shall result in immediate dismissal.

Expungement or discharge pursuant to Penal Code section 1203.4 does not relieve you of the obligation to answer this question truthfully when applying for a classified position. If you have answered “yes”, briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. Do not include minor traffic violations or marijuana convictions as described in Labor Code section 432.8.

Date, City & State of Conviction	Charge (Reason for the Conviction)	Disposition (Sentence, Fine and/or Probation)	Remarks

8. ARE ANY CRIMINAL CHARGES CURRENTLY PENDING AGAINST YOU? YES ___ NO ___ IF YES, PLEASE ATTACH EXPLANATION.

9. Do you have any relative(s) working for the Bakersfield City School District? Yes ___ No ___
 If so, provide complete information below for **all** relatives currently working for our district. Attach additional page if necessary.

Relative's Name	School/Department	Relationship

II. WORK EXPERIENCE

List complete employment record, most recent experience first. **Include reasons for periods of unemployment.** Attach additional sheet if more space is required. Resumes are viewed as supplemental information and may not be submitted in lieu of this section. An incomplete application may disqualify an applicant from consideration.

Employer _____ Supervisor _____
 Address _____ Phone _____
 Dates of Employment _____ Reason for Leaving _____

Description of Duties _____

 Employer _____ Supervisor _____
 Address _____ Phone _____
 Dates of Employment _____ Reason for Leaving _____

Description of Duties _____

 Employer _____ Supervisor _____
 Address _____ Phone _____
 Dates of Employment _____ Reason for Leaving _____

Description of Duties _____

 Employer _____ Supervisor _____
 Address _____ Phone _____
 Dates of Employment _____ Reason for Leaving _____

Description of Duties _____

III. EDUCATIONAL AND PROFESSIONAL TRAINING

<u>Level of Education</u>	<u>Name of School</u>	<u>State</u>	<u>Field of Study</u>	<u>Degrees/# of units completed</u>
High School				
College or University				
Other				

IV. EXTRACURRICULAR ACTIVITIES (Honors, scholarships, travel, special talents, etc.)

V. PROFESSIONAL REFERENCES (Please do not list relatives)

<u>Name of Reference</u>	<u>Company</u>	<u>Mailing Address</u>	<u>Phone Number</u>
1.			
2.			
3.			

GENERAL INFORMATION TO APPLICANT

Any dishonest, false or fraudulent acts, omissions or statements used by a candidate as a means to obtain employment with the Bakersfield City School District shall be grounds for dismissal from the District (Policies and Procedures; Education Code Section 45113).

An incomplete application may disqualify an applicant from consideration. The filing of an application does not assure entitlement to employment. Except where otherwise indicated by the District, applications are void after June 30 of the current school year. The Bakersfield City School District does not discriminate on the basis of race, religious creed, color, age, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation.

Classified employees are elected by the Board of Education upon recommendation of the Superintendent of Schools. An acceptance of employment in the Bakersfield City School District is an acceptance of the Policies and Procedures of the Board of Education.

Employees of the Bakersfield City School District are required to take an oath of allegiance required by the State of California, submit verification of legal right to work in the United States, file personal identification (fingerprints) and tuberculin clearance as required by the Education Code. It is an objective of the Bakersfield City School District to achieve a drug-free workplace. The use of illegal drugs is inconsistent with the law of the state and the special trust placed in public servants.

Please complete reverse side

STATEMENT OF APPLICANT

“I understand that the District reserves the right to require a physical examination as a condition of hiring me once an offer of employment has been made. I further understand that the physical examination includes a blood, urine or other test for drugs and/or alcohol. I hereby consent to such test and the releasing of its results to the District on a confidential basis. I understand that such test results will not be used for law enforcement purposes. A verified positive test will disqualify me from applying for six months from the date of test.”

“I understand that my employment is also contingent upon a background check by the Department of Justice of convictions and arrests pending adjunction. Convictions include, but are not limited to, convictions as defined in Education Code section 45125, subdivision (e).”

“I hereby waive my rights of access to any information obtained from a background investigation from any source and without limitation fully release the school district and its employees and reference sources from any liability in connection with the release and use of the information.”

“I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds to deny employment or for my discharge should I become employed with the school district.”

Date

Signature of Applicant

PLEASE REVIEW YOUR APPLICATION TO BE SURE ALL QUESTIONS ARE ANSWERED AND REQUESTED INFORMATION IS INCLUDED. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM CONSIDERATON.

BAKERSFIELD CITY SCHOOL DISTRICT

Education Center - 1300 Baker Street

Bakersfield, California 93305

Personnel Services

Dear Applicant:

The information below is needed in order to measure the effectiveness of our recruitment efforts. This information will **NOT** be used as a basis for selection. It will be used only for statistical purposes and is not mandatory.

Position applying for: _____

How did you hear about this job: _____

Ethnic Background (Check one):

_____ American Indian/Alaskan Native

_____ Asian/Pacific Islander

_____ Black

_____ Filipino

_____ Hispanic

_____ White

_____ Other

Sex:

_____ Male

_____ Female

Thank you for your assistance. This form will be detached by Bakersfield City School District.