



SWEETWATER UNION HIGH SCHOOL DISTRICT HUMAN RESOURCE SERVICES DIVISION

1130 Fifth Avenue
Chula Vista, CA 91911-2896

General Information:
Phone: (619) 691-5530
FAX: (619) 420-6836

CLASSIFIED JOB ANNOUNCEMENTS/APPLICATION PROCEDURES

Application Procedures

- Submit general Application for Employment along with a current resumé
- Request references to be sent to:
 - Sweetwater Union High School District
Human Resources Department
1130 Fifth Avenue
Chula Vista, CA 91911
- Submit a supplemental application (Form No. 8027) for each vacant position for which you are qualified and interested. **Note:** All Applications for Employment must contain applicant's signature to be valid.

Reference Procedures

- Three work related references are requested using the district form provided and must be completed by persons having knowledge of your work (preferably current or former supervisors). It is recommended that you include with your application a resume, applicable transcripts, and any additional letter(s) of reference.
- It is the applicant's responsibility to mail the enclosed reference forms to the appropriate persons, listing on the back of the general application the names and addresses of those individuals who will be providing references.
- Reference forms are to be mailed directly to the Sweetwater Union High School District by the person(s) providing the reference and are not to be returned to the applicant.
- Skill certificates for specific posted positions must be submitted no later than 3 (three) workdays following the deadline date of the vacancy applied for.

Vacancy Information

- Vacancy information is available at www.sweetwaterschools.org
- Vacant positions are posted at school sites when schools are in session. **The posting/announcement period is 5 (five) workdays.**

General Information

- Job specifications, which include qualifying information, are available in the Human Resources Department or online at www.sweetwaterschools.org under "Employment"
- All required items must be on file for the position(s) applied for prior to consideration for employment.

"The Sweetwater Union High School District will fulfill the promise of 100% student success"