SWEETWATER UNION HIGH SCHOOL DISTRICT

www.sweetwaterschools.org

1130 Fifth Avenue
Chula Vista, CA 91911
(619) 691-5530

Human Resource Services Division

Classified Application For Posted Position

IT IS THE RESPONSIBILITY OF THE EMPLOYEE/APPLICANT TO ENSURE THIS APPLICATION IS RECEIVED IN HUMAN RESOURCES PRIOR TO THE POSTING DEADLINE DATE

Note: This form must be completed and forwarded to the Human Resource Services Division prior to the closing date of the posting. All required certificates, licenses, transcripts and degrees must be on file in the Human Resource Services Division no later than three (3) working days after the posting closes. Any required exams must be passed prior to applying for positions. Failure to meet minimum requirements of the posting and job description will automatically disqualify you from consideration for this position. Qualified applicants selected for an interview will be contacted by the site/department in which the vacancy exists. **Please attach a current resume**.

I am applying for the position listed below. I have read the posting and job description and I understand the requirements.

Position Title:

Position Location: **Position #:**

I possess the following certificates (enter date received)		I have turned in the following (check all that apply)	
Typing ___ NWPM - *Valid one (1) year from Test Date*	**Date:**	☐ **AA Degree or Higher**	☐ **Verification of Passing CBEST**
Food Handler Card:	**Date:**	☐ **Transcripts showing 48 (+) Accredited College Units**	
Food Safety Certificate:	**Date:**	**I have taken the following Exams (Enter Dates)**	
CPR:	**Date:**	**IA Exam Date:**	**I/A Bilingual Exam Date:**
First Aid:	**Date:**	**Classified Exam Related To Position**	**Date Taken**
Other:	**Date:**	**Exam:**	**Date:**
Other:	**Date:**	**Exam:**	**Date:**

Current District Employee: Yes ☐ No ☐ **Current Position:** _____

If yes, complete Current Position and Location → **Current Location:** _____

Name: _____ **Social Security #:** _____

Address: _____

City: _____

State: _____ **Zip:** _____ **Phone Number:** (___) _____

Signature: _____ **Date:** _____

District Office Use Only: **Received By:** _____ **Date:** _____

Distribution: Original – Human Resource Services Division Copy – Applicant

Form No: 8027 (Rev 1/15) SG

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

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." *SUHSD Board Policy 0410*