



SWEETWATER UNION HIGH SCHOOL DISTRICT

Human Resource Services Division

1130 Fifth Avenue • Chula Vista, CA • 91911-2896

Phone: (619) 691-5530 • FAX (619) 420-6836 / (619) 407-4905 • www.sweetwaterschools.org

APPLICATION FOR CLASSIFIED EMPLOYMENT

Please read carefully before completing the application. Answer all questions, but give only the information requested. Incomplete and/or illegible applications will not be considered. **Kindly submit a resume with your application.**

Date: _____, 20____

PERSONAL DATA

Name in Full: _____
Last First Middle Other (Optional)

Present Address: _____
Number Street Address Apartment City State Zip

Telephone: _____
() Home () Message / Cell () Business

Social Security No: _____ E-mail address: _____

Are you over the age of 18? Yes No

Are you a US Citizen or do you have a legal right to work in the US? Yes No

NOTE: If employed, you may be required to show proof of United States Citizenship or legal right to work in the United States.

Do you speak a language other than English? YES NO *If you answered YES, please assess your proficiency in each language according to the following criteria*

Level of Proficiency:

- 1.) Routine travel needs and minimum courtesy requirements
- 2.) Routine social demands and limited work requirements
- 3.) Sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics
- 4.) Full professional proficiency
- 5.) Native proficiency

LANGUAGE

LEVEL OF PROFICIENCY

_____	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
_____	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
_____	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Do you have transportation available for use in the event your job requires you to travel during working hours? Yes No

Are you able to perform the essential functions of the job with or without reasonable accommodations? Yes No

Have you been convicted of a felony? Yes No

In the past seven years, have you been convicted of a misdemeanor that resulted in imprisonment? Yes No

If you answered YES to either of these questions, attach a written statement to this application explaining circumstances in detail.

NOTE: If employed, you will be fingerprinted. A record of conviction may not disqualify you from employment, but failure to itemize all convictions as indicated above may result in dismissal.

Are you related to any person now employed by the Sweetwater Union High School District? Yes No

If you answered "YES", list name of relative (s), relationship, their position and work location: _____

INTERESTS AND AVAILABILITY

My primary area of employment interest is as a(n): _____
Insert Job Title

However, I am interested in being considered for positions in the specialized areas checked below:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Computer Technology | <input type="checkbox"/> Gardening | <input type="checkbox"/> Purchasing |
| <input type="checkbox"/> Clerical / Secretarial | <input type="checkbox"/> Duplicating | <input type="checkbox"/> Instructional Assistant | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Food Service | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Other _____ |

I am interested in:

- | | | |
|--|---|--|
| <input type="checkbox"/> 10-Month Employment | <input type="checkbox"/> Day Employment | <input type="checkbox"/> Full-Time Employment |
| <input type="checkbox"/> 11-Month Employment | <input type="checkbox"/> Evening Employment | <input type="checkbox"/> Temporary Employment |
| <input type="checkbox"/> 12-Month Employment | <input type="checkbox"/> Part-Time Employment | <input type="checkbox"/> Substitute Employment (On Call and As Needed) |

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

SKILLS

What equipment or machinery, relative to the position for which you are applying, do you have skill in operating?

Typing: _____ net words per minute

NOTE: For positions requiring typing, an original typing certificate, having an issuance date within the last twelve months, must be presented to the Human Resources Department.

EDUCATIONAL AND PROFESSIONAL TRAINING

	Name of Institution Attended	State	Dates Attended		Degree or Diploma Received
			From (Mo/Yr)	To (Mo/Yr)	
High School					
Business College					
College or University					
Graduate Work					
Special Training					
Other					

EMPLOYMENT EXPERIENCE

List all present and past employment experience, beginning with most recent employment – attach a separate sheet if necessary. Occupational experience, subject to verification, to meet the criteria of a job specification will be based upon this application only. Initial wage / salary placement is limited to occupational experience performed within the last ten years immediately preceding date of employment.

Company Name and Address	Dates Employed		Job Title
	From	To	
Company Telephone Number	Hours / Week	Monthly Salary	Primary Duties
()		\$	

Name of Supervisor: _____ Title: _____

If currently employed, may this employer be contacted for a reference? Yes No

Reason for leaving _____

Company Name and Address	Dates Employed		Job Title
	From	To	
Company Telephone Number	Hours / Week	Monthly Salary	Primary Duties
()		\$	

Name of Supervisor: _____ Title: _____

Reason for leaving _____

EMPLOYMENT EXPERIENCE (continued)

Company Name and Address	Dates Employed		Job Title
	From	To	
Company Telephone Number	Hours / Week	Monthly Salary	Primary Duties
()		\$	

Name of Supervisor: _____ Title: _____

Reason for leaving _____

Company Name and Address	Dates Employed		Job Title
	From	To	
Company Telephone Number	Hours / Week	Monthly Salary	Primary Duties
()		\$	

Name of Supervisor: _____ Title: _____

Reason for leaving _____

Company Name and Address	Dates Employed		Job Title
	From	To	
Company Telephone Number	Hours / Week	Monthly Salary	Primary Duties
()		\$	

Name of Supervisor: _____ Title: _____

Reason for leaving _____

Company Name and Address	Dates Employed		Job Title
	From	To	
Company Telephone Number	Hours / Week	Monthly Salary	Primary Duties
()		\$	

Name of Supervisor: _____ Title: _____

Reason for leaving _____

WORK - RELATED REFERENCES

Three (3) work-related references are required, with the exception of those who have not held previous employment. Include only names of supervisors or people who know of your work performance. Do not list relatives or friends. For all references, list complete addresses, including ZIP codes.

Name	Job Title	Complete Address and ZIP Code
		Telephone: ()

Name	Job Title	Complete Address and ZIP Code
		Telephone: ()

Name	Job Title	Complete Address and ZIP Code
		Telephone: ()

Name	Job Title	Complete Address and ZIP Code
		Telephone: ()

I HEREBY CERTIFY that all statements made here are true and correct to the best of my knowledge and I understand that any false statements will subject me to disqualification or dismissal. I authorize the Sweetwater Union High School District to obtain information concerning me from any sources, including former employers. I release from all liability any persons and organizations reporting information required by this application.