



**UNION SCHOOL
DISTRICT**

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• Northwest Prep
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Dear Applicant:

Thank you for applying for a classified position in our district. Attached you will find our district application form.

The closing date for all our positions is until filled, or unless otherwise specified.

A complete packet will consist of the following:

- Letter of Interest
- Completed Application Form
- Resume
- Signed Authority for Release of Information Form
- Letters of Reference

We appreciate applications submitted in a timely, complete manner. Again, thank you for showing an interest in the Piner-Olivet Union School District.

Sincerely,

Ellen Whitt
Personnel Technician @ POUUSD
707 522-3003
707 522-3007 fax
ewhitt@pousd.org



APPLICATION FOR EMPLOYMENT

CLASSIFIED

Last Name		First	Middle	Date
Street address		City	State	Zip
Telephone	Message Telephone		E-Mail Address	
Desired Position: (separate application for each position)			Years of Experience:	

EDUCATIONAL HISTORY

School Name	Location (City, State)	Major Course or subject	Graduated Yes No	Degree	Subject
High School					
College (list all attended)					
Other Education/Training					

SPECIFIC POSITION INFORMATION

Provide information for the position you are applying for.

ALL POSITIONS:	Lingual in any other language(s)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, state language(s):
INSTRUCTIONAL ASSISTANTS:				
Grade Level Preferences:		Special Interests:		
Briefly indicate why you are interested in instructional assistant work:				
CLERICAL AND/OR INSTRUCTIONAL ASSISTANTS:				
List computer expertise:				
List office machines experience:				
Type:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	WPM:	Shorthand: <input type="checkbox"/> YES <input type="checkbox"/> NO WPM:
CUSTODIAL:				
Do you have any allergic reactions to any cleaning chemicals? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Do you have any physical disabilities which preclude you from performing certain kinds of work? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If yes, describe disabilities and specify work limitations:				
BUS DRIVERS:				
Type of licenses held:				
Type of licenses held in past:				
Types of vehicles driven:				

PROFESSIONAL REFERENCES

List three persons who have knowledge of your qualifications for the position for which you are applying.

Name	Title/Relationship	Address (street, city, state, zip code)	Phone No. (include area code)	District

EMPLOYMENT EXPERIENCE

Starting with present or most recent, list previous employers. If more space is required, please continue on a separate sheet. You may attach résumé, but complete application as well.

Employer

Street Address	Phone No.	Brief description of job duties
City	State	ZIP code
Supervisor's Name and Title	Phone No.	
Salary	Dates Worked From	To
Reason For Leaving		

Employer

Street Address	Phone No.	Brief description of job duties
City	State	ZIP code
Supervisor's Name and Title	Phone No.	
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City	State	ZIP code
Supervisor's Name and Title	Phone No.	
Salary	Dates Worked From	To
Reason For Leaving		

OTHER WORK OR SCHOOL DISTRICT EXPERIENCE (Including U.S. Military Service)

Name and Location of Employer	Dates From	To	Supervisor	Description of Work

First Aid Card: YES NO Explain:

**EMPLOYMENT WITH THE PINER-OLIVET UNION SCHOOL DISTRICT IS SUBJECT TO
A PHYSICAL EXAMINATION, A NEGATIVE TUBERCULIN TEST OR X-RAY, AND FINGERPRINTING**

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE? [] YES [] NO
 (You need not include anything that happened before your 16th birthday or any traffic violations for which a fine of \$250 or less was imposed.)

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and in decency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude? [] YES [] NO

Do you have any physical condition which might limit your ability to perform the job for which you are applying? [] YES [] NO

Have you ever been discharged from any employment or forced to resign? [] YES [] NO

IF YOUR ANSWER TO ANY OF THE ABOVE QUESTIONS IS "YES," EXPLAIN BELOW THE CIRCUMSTANCES GIVING DATE, LOCATION, NATURE, AND DISPOSITION FOR EACH (a conviction will not necessarily disqualify you from employment with the district):

CERTIFICATE OF APPLICANT
(read carefully before signing)

I hereby certify that all statements made in my application for employment with the Piner-Olivet Union Schools, to the best of my knowledge, true, accurate, and complete. Any misrepresentations or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the district which reserves the right to accept or reject it.

I hereby authorize the District to conduct work history, personal reference, or police record inquiries to determine my acceptability for employment.

_____ Date

_____ Signature

**The Piner-Olivet Union School District
is an Equal Opportunity Employer**

Where did you hear about this position?

[] Press Democrat [] Friend [] Parent Bulletin [] Ed-JOIN [] Other _____