



PLEASANTON UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

4665 BERNAL AVENUE
PLEASANTON, CA 94566-7498

FAX (925) 462-8216
PHONE (925) 426-4321

APPLICATION FOR CLASSIFIED EMPLOYMENT

Submit the following items with your application:

- resume
- cover letter
- letters of recommendation

*FOR CURRENT OPENINGS . . .
call the jobline at (925) 426-4344
or access our web page at
<http://www.pleasanton.k12.ca.us>*

*TO APPLY FOR A CURRENT OPENING
call the Human Resources Division at (925) 426-4321*

Pleasanton Unified School District is an Equal Opportunity/Affirmative Action Employer. The District is in compliance with Title IX of the Education Amendments of 1982 and does not discriminate on the basis of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition (cured or rehabilitated cancer), or physical handicap in any of its programs, activities, or employment practices.

Name _____	Applicant Number _____
Date Received _____	

Office Use Only

Specific position(s) for which you are applying:

Check one: new application previous application on file

Check all that apply: full-time part-time substitute

Desired Location(s): _____

Check position(s) in which you are interested:

- | | | |
|--|---|---|
| <input type="checkbox"/> accounting (AC) | <input type="checkbox"/> custodian (CUST) | <input type="checkbox"/> mechanic (MCH) |
| <input type="checkbox"/> aide (AIDE) | <input type="checkbox"/> graphics (GRA) | <input type="checkbox"/> noon supervisor (NOON) |
| <input type="checkbox"/> campus supervisor (CS) | <input type="checkbox"/> grounds (GRDS) | <input type="checkbox"/> receptionist (RECP) |
| <input type="checkbox"/> child care worker (CCW) | <input type="checkbox"/> health clerk (HCLK) | <input type="checkbox"/> student helper (STU) |
| <input type="checkbox"/> child nutrition (CN) | <input type="checkbox"/> information systems (IS) | <input type="checkbox"/> warehouse driver (WDI) |
| <input type="checkbox"/> clerical (CLK) | <input type="checkbox"/> maintenance (MAIN) | <input type="checkbox"/> other _____ |

Date(s) available for interview: _____ Date(s) available for employment: _____

PERSONAL DATA

last name	first	middle	other name
current address	city	state	zip
home phone	work/other phone	social security number	

OTHER INFORMATION

- Are you employed now? yes no
- Can your employer be contacted for references? yes no
- Have you ever been dismissed or forced to resign from employment for misconduct or unsatisfactory service? yes no
- Have you ever pleaded guilty or been convicted of a felony or misdemeanor? (State law requires that all applicants prior to employment be fingerprinted and prohibits employment of any person convicted of certain sex and narcotic offenses. Except as required by law, prior convictions do not constitute an automatic bar to employment.) yes no
- Are you a current member of PERS? (If you have withdrawn funds, you are no longer a member.) yes no
- Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Proof of citizenship or immigration status will be required upon employment. yes no
- Language(s) other than English in which you are proficient? yes no
Language: _____ Speak _____ Read _____ Write _____

If you answer "yes" to question #4 or #6, please attach a written statement explaining the circumstances.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND COMPLY WITH TITLE IX.

WORK HISTORY

Begin with your recent employment. Account for all time in the past ten years. Use additional sheets if necessary.

Employer:	Address:	
Dates employed:	Hours per week:	Salary per month:
Job title:		
Name of supervisor:	Phone number:	
Tasks performed:		
Reason for leaving:		

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Dates employed:	Hours per week:	Salary per month:
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Name of supervisor:	Phone number:	
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Reason for leaving:		

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Name and location of institute (include high school, college, business/trade school)	Dates attended	Courses taken (specify major/minor)	Diploma or degree earned

PROFESSIONAL REFERENCES

(Include at least three people who can vouch for your character and ability. Do not list relatives.)

Name	Position	Address	Phone

Are you a Pleasanton Unified School District employee? Yes No

If you were a former Pleasanton Unified School District employee, please indicate:

Position: _____ Dates: From _____ to _____

Do you have relatives who work for the Pleasanton Unified School District? Yes No

If yes: Name: _____ Location _____

My signature below authorizes the Pleasanton Unified School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information and without limitation hereby release the Pleasanton Unified School District and the reference sources from any liability in connection with its release or use.

Furthermore, 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 false statement made by me on this application or any supplement to it will be sufficient grounds to not employ or for my discharge should I become employed.

Signature _____ Date _____