



Plumas Unified School District / Plumas County Office of Education

1446 E. Main Street, Quincy, CA 95971-6009

www.pcoe.k12.ca.us

Telephone: (530) 283-6500 ~ Toll free N. CA: 800-974-1925

Application for Employment - Classified Service

FOLLOW THESE INSTRUCTONS:

1. **Complete all sections. (Two pages). Print in ink or type.** An incomplete application may disqualify you.
2. **Complete "Confidential Conviction Information" form and attach to application.**
(If form not attached, a copy is available at Personnel Office or on-line at www.pcoe.k12.ca.us (click on "Employment"). Failure to complete this form will disqualify you from further consideration for employment.
3. **Attach three letters of recommendation.** (Cannot be from relatives)
4. **Attach the names and phone numbers of three additional people who may be contacted for a reference check.**
Please note that letters of recommendation and references cannot be relatives.

Position application is for _____

Site/Location _____ Job Announcement # _____

Print your name here _____
Last
First
Middle

Mailing Address _____ City _____ State _____ Zip _____

Physical Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

E-mail address: _____ Cell Phone _____

Education & Training:						
High School _____					Graduate:	
City _____ State _____					Yes <input type="checkbox"/> No <input type="checkbox"/> GED <input type="checkbox"/>	
College or University	City	State	Dates Attended	Major Subjects	Units	Degree
			to			
			to			
Business, Trade or Commercial School			to			
Indicate skills applicable to the position you are seeking _____						
Other skills _____						
List other licenses, training or abilities related to the position you are seeking _____						

Have you ever worked for the Plumas Unified School District? Yes No If yes, complete the following:

Last Position _____ Location _____ Dates: From/To _____

Your name if different from above _____

All applicants for employment must complete the "Confidential Conviction Information" form (see instructions above)

Office Skills:

- Typing _____ WPM
- Check those items on which you have training or experience:
- Copy machine Switchboard
- Calculator Computer
- Software (list)
- _____
- _____
- _____

Maintenance Equipment:

- Check those items on which you have had training or experience.
- Band saw Arc welding equip. Valve grinders
- Power scrubber Wire Feed Honing machines
- Vacuums Grinders Electrical test equipment
- Table saw Hydraulic hoists Air hoist
- Radial saw Forklift Power mowers
- Drill press Auto test equipment Brake lathe
- Power threader
- Licenses:** Drivers: Class A B C
- License No. _____ State in which licensed: _____

Experience: Include all work experience that may help you to qualify. Begin at the top with your present or most recent job. If you need more space attach a separate sheet. **Do not write, "see resume".**

(1) Worked from (Month & Year) _____ To (Month & Year) _____ Title of Position _____

Company Name

Address

City/State

Name and title of supervisor -- address if different
Phone

Name and title of next higher supervisor

Duties performed: _____

Hours worked each week _____ Beginning salary _____ Present or last salary earned _____

Are you employed by this company now? Yes No

Reason for leaving: _____

(2) Worked from (Month & Year) _____ To (Month & Year) _____ Title of Position _____

Company Name

Address

City/State

Name and title of supervisor -- address if different
Phone

Name and title of next higher supervisor

Duties performed: _____

Hours worked each week _____ Beginning salary _____ Present or last salary earned _____

Are you employed by this company now? Yes No

Reason for leaving: _____

(3) Worked from (Month & Year) _____ To (Month & Year) _____ Title of Position _____

Company Name

Address

City/State

Name and title of supervisor -- address if different
Phone

Name and title of next higher supervisor

Duties performed: _____

Hours worked each week _____ Beginning salary _____ Present or last salary earned _____

Are you employed by this company now? Yes No

Reason for leaving: _____

Can you perform the essential duties as listed in the job description?

Yes No Comment: _____

Reminder: you must sign and date application below in order to be considered for employment.

My signature certifies that the aforementioned information is an accurate and correct statement of my personal and professional history. As an applicant for a position with the Plumas Unified School District I am required to furnish information and references for use in determining my qualifications. I understand that the District may conduct an investigation of my work and/or personal history, and the district may verify all data given in my application for employment, related papers, and/or oral interviews. I further understand that any and all references provided to the District may be contacted, either in writing or otherwise. By signing below, I hereby authorize such investigation. In addition, I authorize any previous employer and/or any other reference to release and fully disclose to any agent of the District any information that such person may have concerning me, including information of a confidential or privileged nature. I hereby release the District, previous employers, and/or other references from liability or damage that may result from furnishing the information requested. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain my original written signature.

Print Name

Signature

Date

Return to: Plumas Unified School District / Plumas County Office of Ed., Human Resources, 1446 E MAIN St., Quincy, CA 95971

"PUSD is an equal opportunity employer for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."



PLUMAS UNIFIED SCHOOL DISTRICT / PLUMAS COUNTY OFFICE OF EDUCATION
1446 E. MAIN STREET
QUINCY, CA 95971
www.pcoe.k12.ca.us
TELEPHONE (530) 283-6500 - FAX (530) 283-3776

CONFIDENTIAL CONVICTION INFORMATION

Instructions: ALL APPLICANTS FOR EMPLOYMENT MUST COMPLETE THIS FORM. FAILURE TO COMPLETE THIS FORM WILL DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR EMPLOYMENT. The existence of a criminal record does not automatically bar you from employment. All information will remain confidential. You must list all convictions except juvenile, even if they were subsequently dismissed pursuant to Penal Code Section 1203.4. If you were convicted, it is in your record. You must put it on this form. It will show up on your fingerprint report. Failure to include a conviction on this document will be grounds for rejection of an application or dismissal from employment.

Name of Applicant (Last, First, Middle)	Application Date (Month/Day/Year)
Job Title of Position Desired	Social Security Number

Please complete each question.

1) HAVE YOU, AS AN ADULT EVER PLEADED GUILTY, BEEN CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, OR GIVEN A SUSPENDED SENTENCE BY A CIVILIAN OR MILITARY COURT?

Please check one:

NO **YES**....if "yes", you are **required** to complete all offense information below.

You must answer "YES" if you were convicted, whether by plea, jury verdict, or finding of guilt by a court in a trial without a jury, irrespective of a subsequent order under Penal Code Section 1203.4 allowing the withdrawal of a plea of guilty and entering the plea of not guilty, or setting aside a verdict of guilty, or dismissing the accusations or information **(but you may omit minor traffic violations)**.

Brief Description of Offense (required) Attach additional explanation as needed	Offense Code Number (required)	Date (Mnth/Yr) (required)	Location City and State (required)	Misdemeanor	Felony	Imprisoned	Fined	Probation
				Please Check (required)				

2) AT THIS TIME, IS THERE ANY CRIMINAL COMPLAINT OR INDICTMENT ISSUED AGAINST YOU WHICH IS NOW PENDING AND AWAITING A FINAL DECISION IN ANY STATE OR FEDERAL COURT?

Please check one:

NO **YES**....if "yes", please explain fully on the back of this sheet and provide a copy of the complaint or indictment.

DECLARATION	I declare that I have read and understand all of the questions and statements listed above and the answers I have given are true and correct.	
Signature of Applicant		Date Signed