



**APPLICATION FOR CLASSIFIED EMPLOYMENT**

Union School District  
5175 Union Avenue  
San Jose, CA 95124

Phone: (408) 377-8010 Ext. 44238

Fax: (408) 559-1670

(Please Type or Print Clearly)

POSITION APPLYING FOR \_\_\_\_\_ DATE \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER:** The Union School District does not discriminate on the basis of race, religion, color, national origin, ancestry, physical disability, medical condition, marital status, gender, age, political affiliation or status as a Vietnam veteran, genetic information & testing, Family & Medical Leave, sexual orientation and gender identity or expression. This policy of affording USD employment opportunities to all persons is in keeping with provisions of the Title VII and Title IX amendments of the United States Code which protects persons against discrimination.

Name \_\_\_\_\_  
Last First Middle Social Security Number

Street Address City State/Zip Home Phone

EDUCATION AND TRAINING					
SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	LAST YEAR COMPLETED	DID YOU GRADUATE?	DIPLOMA OR DEGREE
HIGH			1 2 3 4		
COLLEGE			1 2 3 4		
OTHER			1 2 3 4		
Are you presently attending or do you plan to attend school? <input type="checkbox"/> Yes <input type="checkbox"/> No					
(Please list additional courses and training that are job related)					
INSTITUTION AND LOCATION	COURSE	NUMBER OF WEEKS	HOURS/WEEKS	MONTH AND YEAR ATTENDED	

Do you have qualifications or special interests which especially equip you to work with programs?  Yes  No  
 With special education or handicapped students?  Yes  No  
 Volunteer work or past experience related to this position?  Yes  No

**EXPLAIN** \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of a crime other than traffic violations, excluding convictions for marijuana more than 2 yrs old?  
 \_\_\_\_\_ If so, when, where, and disposition of the case? (add additional sheets to explain)  
 The above questions must be answered, irrespective of any dismissal under the provisions of 1203.4 of the Penal Code.  
 Conviction is not an automatic bar to employment in all cases. Each case is treated individually.

Do you speak a language other than English?  Yes  No Which language? \_\_\_\_\_  
 Do you speak a language fluently?  Yes  No Write it?  Yes  No

**MAINTENANCE, OPERATIONS, AND TRADE CLASSES**  
 Jobs applied for include working on or moving machinery, lifting, pushing and hand trucking, climbing stairs or ladders, walking or sitting, bending or stooping, reaching above shoulder level. Do you have any physical condition which may limit your ability to perform the job applied for or for which you may need accommodation?  
 Yes  No Please describe accommodation required \_\_\_\_\_  
 Hiring may be contingent upon passing a physical examination.

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**LICENSES California Driver License No.** \_\_\_\_\_  
**School Bus Driver ---Certificate No.** \_\_\_\_\_ **Class of License** \_\_\_\_\_

**CLERICAL, SECRETARIAL, AND RELATED CLASSES**

Do you take dictation?  Yes  No What speed? \_\_\_\_\_

Typing speed? \_\_\_\_\_

Which office machines or equipment can you operate? \_\_\_\_\_

What word processing programs and data bases are you most familiar with? \_\_\_\_\_

Have you ever been employed by the Union School District?  Yes  No

Date and reason for leaving. \_\_\_\_\_

How soon are you available for employment? \_\_\_\_\_

Do you have any interest in TEMPORARY assignments which may be available while you are awaiting an opportunity for REGULAR employment?  Yes  No

Please indicate all work schedules which are acceptable.

Full Time \_\_\_\_\_ 10 Month/Year \_\_\_\_\_ Days \_\_\_\_\_ Summer Vacation \_\_\_\_\_

Part Time \_\_\_\_\_ 12 Month/Year \_\_\_\_\_ Nights \_\_\_\_\_ Other \_\_\_\_\_

**WORK EXPERIENCE**

Begin with the most recent experience and account for all time during the last five years. Also list any other prior experience relevant to the position for which you are applying. Use additional sheets, if necessary. Your present or previous employer will be contacted for references.  Yes  No

Dates  
 Month/Year From \_\_\_\_\_ To \_\_\_\_\_ Employer Name \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 Title \_\_\_\_\_ Duties \_\_\_\_\_ Salary \_\_\_\_\_  
 Total Years \_\_\_\_\_ Months \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Business Phone \_\_\_\_\_

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 Month/Year From \_\_\_\_\_ To \_\_\_\_\_ Employer Name \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 Title \_\_\_\_\_ Duties \_\_\_\_\_ Salary \_\_\_\_\_  
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 Employer Address \_\_\_\_\_  
 Title \_\_\_\_\_ Duties \_\_\_\_\_ Salary \_\_\_\_\_  
 Total Years \_\_\_\_\_ Months \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Business Phone \_\_\_\_\_

**REFERENCES**

List two persons, other than relatives, who have knowledge of your work experience.

Name and Address	Phone	Position	Relationship

Are you related to a current employee of the Union School District?  yes  no

If yes, please list the name(s) \_\_\_\_\_

This will not exclude or promote your chances of employment; this question is in alignment with our Board Policy to ensure no employee is supervised by a relative.

**The preceding information is true and correct to the best of my knowledge and belief. Falsification of information on this application may be grounds for immediate dismissal.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ALL PERSONS APPOINTED TO POSITIONS WILL BE FINGERPRINTED (EDUCATION CODE 45125)**

Please note: Permanent employment is conditional upon receiving satisfactory responses to reference inquiries.