

Standard Application Form
for the
Classified Service
Poway Unified School District



13626 Twin Peaks Road • Poway, CA 92064-3034

(858) 679-2545 • <http://www.powayusd.com> (Follow department links to the Personnel Commission home page.)

Please answer all questions. Please print in ink or type. A resume will not be accepted in lieu of filling out any portion of this application. DO NOT indicate "SEE ATTACHED" for any question. Doing so may disqualify your application.

POSITION DESIRED _____

PERSONAL INFORMATION

First Name _____ Last Name _____ Middle Initial ____ SSN# _____
Mailing Address _____ Apt. # _____
City _____ Country _____ State _____ Zip _____
Home Phone (with area code) _____ Work Phone (with area code) _____
Other Phone (with area code) _____ Email _____

If any of the following are not applicable, please specify "NA".

Driver's License Number (Class C) _____

Driver's License Number (Class B) _____

CPR Certification Date of Expiration _____

First Aid Certification Date of Expiration _____

Do you claim Veteran's preference? Yes (attach a copy of your DD-214) No

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

Name of High School _____

Graduated? Passed GED? Highest Grade Completed _____

List highest attainment first

(1) Name of college/school _____

Field of Study: Major _____

Units: Semester: _____

Degree Awarded: A.A./A.S. B.A./B.S. M.A./M.S./M.ED Ed.S/Ed.D/Ph.D

(2) Name of college/school _____

Field of Study: Major _____

Units: Semester: _____

Degree Awarded: A.A./A.S. B.A./B.S. M.A./M.S./M.ED Ed.S/Ed.D/Ph.D

(3) Name of college/school _____

Field of Study: Major _____

Units: Semester: _____

Degree Awarded: A.A./A.S. B.A./B.S. M.A./M.S./M.ED Ed.S/Ed.D/Ph.D

(4) Name of college/school _____

Field of Study: Major _____

Units: Semester: _____

Degree Awarded: A.A./A.S. B.A./B.S. M.A./M.S./M.ED Ed.S/Ed.D/Ph.D

Languages other than English – (American Sign, Arabic, Chinese, French, German, Italian, Japanese, Korean, Latin, Mandarin, Portuguese, Punjabi, Russian, Spanish, Vietnamese or other)

Specify Language:	<input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write <input type="checkbox"/> Fluent <input type="checkbox"/> Some <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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RECORD OF WORK EXPERIENCE

Please list all jobs held in the last ten (10) years beginning with the most recent job. Include U.S. military, self-employment and volunteer experience. Also list any jobs you held more than ten years ago which relate to the duties of the job for which you are applying. You may continue this information on an attachment, if necessary.

(1) Employer: _____
 Address (note: Include street address, city, state, and zip code) _____
 Title: _____
 Duties: _____
 Inclusive Dates: From (Month/Day/Year): _____ To (Month/Day/Year): _____
 Hours/Week: _____ Annual Salary: _____
 Name and Title of Supervisor: _____
 Supervisor Phone: _____ Reason for Leaving: _____

(2) Employer: _____
 Address (note: Include street address, city, state, and zip code.) _____
 Title: _____
 Duties: _____
 Inclusive Dates: From (Month/Day/Year): _____ To (Month/Day/Year): _____
 Hours/Week: _____ Annual Salary: _____
 Name and Title of Supervisor: _____
 Supervisor Phone: _____ Reason for Leaving: _____

(3) Employer: _____
 Address (note: Include street address, city, state, and zip code.) _____
 Title: _____
 Duties: _____
 Inclusive Dates: From (Month/Day/Year): _____ To (Month/Day/Year): _____
 Hours/Week: _____ Annual Salary: _____
 Name and Title of Supervisor: _____
 Supervisor Phone: _____ Reason for Leaving: _____

Have you ever been employed by the Poway Unified School District? Yes No
 If yes, please list the positions held and dates of employment in each.

Position(s)	Dates (from mo/yr to mo/yr)

May we contact your current supervisor? Yes No

THREE PROFESSIONAL REFERENCES

(1) Name: _____ Title: _____
Organization: _____
Phone: _____ Email: _____

(2) Name: _____ Title: _____
Organization: _____
Phone: _____ Email: _____

(3) Name: _____ Title: _____
Organization: _____
Phone: _____ Email: _____

SUPPLEMENTARY QUESTIONS

Please look at the experience minimum requirements for the position (on the classification description). Detail and quantify the SPECIFIC experience & education that qualifies you for this position as defined. Include related volunteer experience. This information will be the basis used for screening your application to determine if you meet the minimum qualifications of the position. Incomplete answers or references to attached information will disqualify your application.

If a Supplemental Form is required for this position, have you completed it and attached it to the Standard Application?
 Yes Not Applicable

Note: Up to 6 additional attachments (resume, letters of recommendation, DD214 copy, etc.) may accompany this application.

LEGAL INFORMATION

The following questions in this section are **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies.

EXPLAIN ALL "YES" ANSWERS IN THE BOX BELOW THE QUESTION.

CONVICTIONS

Have you ever been convicted of a felony or a misdemeanor, or do you currently have a felony or misdemeanor offense(s) pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury.

- Yes
 No

If "Yes", list all convictions including, but not limited to, convictions for "driving under the influence," and convictions for sex and drug offenses listed in California Education Code Sections 44010 and 44011 (even if such conviction was later expunged from your record pursuant to Penal Code 1203.4). Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6 (c) and 1192.7 (c).

Have you ever been dismissed or asked to resign from any position?

- Yes (explain)
 No

ACCOMMODATIONS

This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made.

Will you need any reasonable accommodation to participate in the hiring process?

- Yes (list what accommodation(s) will be needed)
 No

The three questions below are optional and are asked to help ensure that all state and federal equal opportunity regulations are met.

Ethnicity (Select One) : <input type="checkbox"/> Non-Hispanic White <input type="checkbox"/> Black/African American <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Filipino <input type="checkbox"/> Latino <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Other <input type="checkbox"/> Pacific Islander
Age: <input type="checkbox"/> Under 25 <input type="checkbox"/> 25-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> Over 45
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

AUTHORIZATION AND CERTIFICATION

My submission of this application authorizes the 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 district and reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

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 falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Signature: _____ Date _____

POWAY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

AVAILABILITY QUESTIONNAIRE

Name _____ Date _____

Position _____

Daytime phone number* _____ Nighttime phone number* _____

** Scheduling of most interviews requires response from you within 24 hours. Please list phone numbers where you can be reached directly or where a message can be left. Our inability to reach you may result in a missed opportunity for you to interview.*

Please note:

➔ This availability questionnaire is used by the Personnel Commission office to determine your availability to work. According to Personnel Commission Rules, your availability as defined below is binding. If you refuse an interview for which you have indicated an availability, your name will be removed from the eligibility list. It is your responsibility to make changes on a new availability form, if necessary, to keep this information current.

➤ I am available to start work as early as _____ a.m. and I can work as late as _____ p.m.
(Monday through Friday)

➤ I am available a minimum of _____ hours per day.

➤ I am available a maximum of _____ hours per day. (8 hours per day maximum)

➤ I am available: (check one box only)

9.5 months only (school year)

10 months or less

11 months or less

12 months or less

12 months only

➤ I am interested in substituting for this position until hired in a permanent position: Yes No

➤ I will accept employment in **ANY** geographical area in the District. **OR**

➤ I will accept employment **ONLY** in the following locations indicated by a check mark:

NORTH EAST	NORTH WEST	SOUTH EAST	SOUTH WEST	
<input type="checkbox"/> Chaparral Elementary	<input type="checkbox"/> Monterey Ridge Elementary	<input type="checkbox"/> Creekside Elementary	<input type="checkbox"/> Adobe Bluffs Elementary	<input type="checkbox"/> Sunset Hills Elementary
<input type="checkbox"/> Highland Ranch Elementary	<input type="checkbox"/> Rolling Hills Elementary	<input type="checkbox"/> Garden Road Elementary	<input type="checkbox"/> Canyon View Elementary	<input type="checkbox"/> Black Mountain Middle School
<input type="checkbox"/> Painted Rock Elementary	<input type="checkbox"/> Stone Ranch Elementary	<input type="checkbox"/> Midland Elementary	<input type="checkbox"/> Deer Canyon Elementary	<input type="checkbox"/> Mesa Verde Middle School
<input type="checkbox"/> Tierra Bonita Elementary	<input type="checkbox"/> Turtleback Elementary	<input type="checkbox"/> Morning Creek Elementary	<input type="checkbox"/> Los Penasquitos Elementary	<input type="checkbox"/> Mt. Carmel High School
<input type="checkbox"/> Bernardo Heights Middle School	<input type="checkbox"/> Westwood Elementary	<input type="checkbox"/> Pomerado Elementary	<input type="checkbox"/> Park Village Elementary	<input type="checkbox"/> Westview High School
<input type="checkbox"/> Twin Peaks Middle School	<input type="checkbox"/> Oak Valley Middle School	<input type="checkbox"/> Shoal Creek Elementary	<input type="checkbox"/> Sundance Elementary	
<input type="checkbox"/> Poway High School		<input type="checkbox"/> Valley Elementary		
<input type="checkbox"/> Rancho Bernardo High School		<input type="checkbox"/> Meadowbrook Middle School		
		<input type="checkbox"/> Abraxas High School		

ADMINISTRATIVE OFFICES

- | | |
|--|---|
| <input type="checkbox"/> Alternative Programs | <input type="checkbox"/> Maintenance and Operations |
| <input type="checkbox"/> Attendance & Welfare/Student Discipline | <input type="checkbox"/> Partners in Education/Youth Programs |
| <input type="checkbox"/> Career, Technical & Adult Education (positions usually work variable hours) | <input type="checkbox"/> Personnel Support Services (Includes Personnel Commission and Payroll) |
| <input type="checkbox"/> ESS & Preschool | <input type="checkbox"/> Planning |
| <input type="checkbox"/> ISS/TSS (Information and Technology Support Services) | <input type="checkbox"/> Publications/Purchasing/Warehouse |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Food and Nutrition | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Learning Support Services | <input type="checkbox"/> Wellness |

I understand that it is my responsibility to keep this information current or I will risk having my name removed from the eligibility list. It is also understood that any change I desire to the above must be made by submitting a revised Availability Questionnaire.

Signature _____ Date _____