



# Acalanes Union High School District

1212 Pleasant Hill Road, Lafayette, CA 94549  
925-280-3900 ♦ Fax 925-280-4282

*We educate every student to excel and contribute in a global society.*

HR Use Only

- Cover Letter
- Resume
- 2 Letters of Reference

## CLASSIFIED APPLICATION

**Position(s) for which you are applying:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### PERSONAL INFORMATION

Last name:	First:	Middle:	Home Phone: ( )
			Work Phone: ( )
Street Address:			Cell Phone:
City, State, Zip:			E-mail address:

1.	Have you ever been convicted, including a conviction based on a plea of no contest, of any felony or misdemeanor in California or any other place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Do you now have charges pending against you which have not been adjudicated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you been determined to be a sexual psychopath or a mentally disordered sex offender?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Do you have any physical or mental condition which may limit your ability to perform in the position(s) applied for and require an ADA adaptation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If you have answered yes to any of the above questions, please explain. (Attach a separate sheet)**

### AREAS OF SKILL

<input type="checkbox"/> Typing Speed: ___ wpm	<input type="checkbox"/> Custodial	<input type="checkbox"/> Food Preparation / Handling
<input type="checkbox"/> Computers: ___ wpm	<input type="checkbox"/> Lifting/Carrying	<input type="checkbox"/> Menu Planning
<input type="checkbox"/> PC <input type="checkbox"/> MAC	<input type="checkbox"/> Landscape / Gardening	<input type="checkbox"/> Health / Sanitation
Software: _____	<input type="checkbox"/> Sprinkler Systems	<input type="checkbox"/> Instructional Aide
Data Entry _____	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Desktop Publishing	<input type="checkbox"/> Plumbing	<input type="checkbox"/> First Aid / CPR
<input type="checkbox"/> Programming/System Analysis	<input type="checkbox"/> Heating / Air Conditioning	<input type="checkbox"/> Security
<input type="checkbox"/> Office Machines	<input type="checkbox"/> Electrical	<input type="checkbox"/> Transportation
<input type="checkbox"/> Transcription/Dictating Machine	<input type="checkbox"/> Painting	<input type="checkbox"/> Bus <input type="checkbox"/> Trucks
<input type="checkbox"/> Bookkeeping/Accounting	<input type="checkbox"/> Concrete / Asphalt	Licenses:
<input type="checkbox"/> Payroll/Benefits	<input type="checkbox"/> Welding	
<input type="checkbox"/> Library Operations	<input type="checkbox"/> Swimming Pool Maintenance	
	<input type="checkbox"/> Mechanics	

*The Acalanes Union High School District is an equal opportunity employer and does not discriminate on the basis of actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.*

**EDUCATION** (High School, College, Trade Schools, etc.)

SCHOOL	CITY/STATE	DEGREE/DIPLOMA
		μ Yes μ No Year Awarded:
		μ Yes μ No Year Awarded:

**EMPLOYMENT HISTORY** (Last 10 years, most recent first)

DATES OF EMPLOYMENT	EMPLOYER'S NAME & ADDRESS	PHONE NUMBER(S)	POSITION HELD	REASON FOR LEAVING
		( )		
		( )		
		( )		

**PROFESSIONAL REFERENCES** (Please list 3 references, we may contact, that have knowledge of your work.)

NAME & TITLE	COMPANY NAME & ADDRESS	PHONE NUMBER(S)
		( )
		( )
		( )

**Please attach the following:**

- ✓ Cover Letter
- ✓ Resume
- ✓ Two letters of Professional Reference

Applicants who are finalists for specific positions will be contacted by the District for interviews.

I hereby certify that all statements made in this application are true and correct to the best of my knowledge. Omissions, misrepresentations, or falsification of information on this application will result in the rejection of the applicant or termination of employment. I hereby authorize all previous employers and listed references to give any and all information regarding my employment, plus any other information from personal knowledge or records. I release from all liability persons and organizations reporting information required by this application.

Education Code requires that each person to be employed in a position not requiring certification qualifications to have impressions of the person's fingerprints together with a personal description of the applicant prepared. The fingerprint identification cards are transmitted to the Department of Justice and they will ascertain whether the applicant has been arrested or convicted of any crime. Conviction of certain crimes, designated as a "violent felony" or a "serious felony", may disqualify a person from employment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**RETURN TO: Human Resources  
Acalanes Union High School District  
1212 Pleasant Hill Rd., Lafayette, CA 94549  
(925) 280-3900 x 6623 (925) 280-4282 FAX**

**Department of Human Resources**

**AUTHORIZATION TO ACQUIRE INFORMATION FROM REFERENCES**

**THIS AUTHORIZATION MUST BE SUBMITTED WITH YOUR APPLICATION**

It is the policy of the Acalanes Union High School District to conduct reference checks for all candidates for employment. Reference checking is generally conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment. Occasionally the District conducts reference checks prior to inviting candidates to participate in an interview.

Your signature below indicates your agreement with and acknowledgement of the following:

As an applicant for an employment position with the Acalanes Union High School District, I authorize my current and past employers and work associates, including but not limited to supervisors, colleagues, and subordinates to release to the Acalanes Union High School District any reference information in my personnel records or file (including but not limited to transcripts, certificates, credential, etc.) and information related to my work-related personal characteristics (including, but not limited to, character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, and reputation among co-workers).

I expressly and without reservation waive my rights to review the information collected in the reference checks.

The Acalanes Union High School District will maintain reference information in strictest confidence and solely for the purpose of evaluating my qualifications for the position. Information obtained during reference checks will not be provided to anyone outside the selection process.

A photocopy of this signed authorization is to be considered valid as an original.

**In executing this authorization, I fully and completely release all present and past employers and their employees, the Acalanes Union High School District and its employees, and all other persons and entities from liability for any damage, including to the full extent allowed by law, under California Civil Code Sections 45 and 46 and California Labor Code Section 1054, or any similar laws of other states or political entities, which may result from furnishing information, which I am permitting to be released by way of this authorization.**

**I have carefully read and understand all of the provisions of this authorization and have voluntarily and without coercion or duress agreed to and signed this authorization.**

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**Candidate's full name (print)**

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**Other last names you have used (if any)**

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**Candidate's signature**

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**Date**