

NOTICE TO CLASSIFIED APPLICANTS

Employment Application:

In order to be considered for employment with the Glendora Unified School District, please complete an Employment Application form with the Personnel Office before the **Closing Date of Application** as shown on the front of this vacancy announcement. It will be necessary for you to complete a separate application form for each job for which you are applying.

Complete Application:

A Glendora Unified School District application is required in order to be considered for employment with the District. Your district employment application form should be complete, accurate and correct. The submission of an incomplete application form may be grounds for disqualification from the selection process. If you are employed and we later find that the information submitted on your application was false and/or incomplete you may be discharged from employment.

Supplementary Application:

Some positions require that you file a Supplementary Application form. If the position for which you are applying requires a supplementary application it will be listed under the Necessary Materials for Application on the front of this vacancy announcement.

Examination:

The selection process for this job classification may include a written test, an oral interview and/or a performance test. You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. However, if you want the district to consider special accommodations for any disability or impairment during the selection process, please notify the Personnel Office prior to the examination date so that an appropriate accommodation may be arranged. Applications may be screened for additional criteria.

Veteran's Preference:

For entry-level positions only, additional credit is added to the composite passing score of veterans of war service (five points) and disabled veterans (ten points) upon presentation of proof of veteran's status. DD-214 should be presented on or before the first testing date.

Background Investigation:

Offers of employment are conditional pending the satisfactory completion of a background investigation, which may include contacting former employers and a police records check. All applicants with a record of convictions for offenses, other than minor traffic violations, should file a conviction record statement. Record of conviction will not automatically disqualify you from employment, but failure to list all convictions may result in disqualification or dismissal. Pre-employment inquiries concerning an applicant's disability will not be made. However, all offers of employment are contingent upon the individual having the ability to perform the essential duties of the job.

Physical Examination:

Persons selected for jobs will be required to pass a medical examination given by a District appointed physician. Failure to meet medical standards may result in withdrawal of job offer or termination if employed prior to completion of medical examination.

Tuberculosis Certificate:

If employed, the Education Code requires that you submit a medical certificate showing that you are free from active tuberculosis within the past sixty (60) days unless previously employed in another California school district and then within the past four (4) years.

Mandated Reporter Training:

Please be advised that the state of California now requires that all school employees receive annual training on the identification and reporting of child abuse and neglect. This requirement must be fulfilled prior to the beginning of employment.

Employment Eligibility Verification:

Public Law 99-603 (Immigration Naturalization and Control Act of 1986) requires that all employees employed after November 6, 1986, provide proof of work eligibility. Therefore, if employed, be prepared to present appropriate documentation verifying identity and ability to work legally in the United States.

Drug-Free Workplace:

It is the objective of the Glendora Unified School District to provide a drug-free workplace. Any applicant for district employment and all district employees are expected to behave in accordance with this objective because the illegal use of drugs or controlled substances is inconsistent with the laws of the State of California, district policy, and the special trust placed in public servants.

Loyalty Oath:

All employees are required to sign a loyalty oath to the United States Constitution. This loyalty oath is administered at the time of employment.

Equal Opportunity:

We are an **Equal Opportunity Employer**. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Employment acceptance or rejection is based on job-related qualifications.

Salary Schedule Placement:

Initial placement on the salary schedule is based on the employee's experience and training, and may be made through the third step. Your placement on the salary schedule will be made from the information on your employment application. It is important that your application be complete and accurate. Salaries quoted on the reverse of this announcement are based on eight (8) hours per day. If the job advertised here is less than 8 hours per day the salary is adjusted accordingly.

Probationary Period:

All classified employees are required to pass a six (6) month probationary period prior to gaining permanent status.

Vacation:

Classified employees earn vacation at the rate of one (1) day per month worked. Employees working less than eight (8) hours per day shall earn vacation on a pro-rated basis. New employees are not eligible to take vacation until they have completed the six (6) month probationary period.

Holidays:

The district observes fifteen (15) paid holidays per year. The number of holidays for employees working less than twelve (12) months per year varies with the length of the work year. The employee must be in paid status the day before or the day following a holiday in order to receive holiday pay.

Sick Leave:

Sick leave is accumulated at the rate of one (1) day per month for full time employees. New employees may not take more sick leave than they have earned during their probationary period. Unused, accumulated sick leave may be transferred from another California school district or county office of education.

Insurance:

Group insurance programs are available to eligible employees. Regular employees working at least 6 hours per day are eligible for district paid medical, dental, vision and term life insurance for the employee.

Retirement:

Retirement benefits are provided by membership in the California Public Employees Retirement System (PERS). The District and the employee both contribute toward the employee's retirement benefits. Part-time employees must work a minimum of four (4) hours per day, five (5) days per week or 1000 hours in a school year to become eligible for retirement.