

Revised 11/14/17

**Delano Union School District**  
**Classified Employment Application**  
 1405 – 12<sup>th</sup> Avenue  
 Delano, California 93215  
 (661) 721-5000 ext. 00162

Received:

\_\_\_\_\_ HR Staff  
 \_\_\_\_\_ Supervisor  
 \_\_\_\_\_ HR Staff  
 \_\_\_\_\_ Incomplete

**Position Applied For:** \_\_\_\_\_ Date \_\_\_\_\_

Name, Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Preferred method of contact:** Phone Call  Text  Email

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Do you have a California Driver's License?** Yes  No  (If yes, attach copy of California Driver's License).

**Previous employment** with the Delano Union School District? Yes  No  If yes, give date \_\_\_\_\_

**If currently employed** with the Delano Union School District, your position \_\_\_\_\_

Presently employed? Yes  No  May we contact your employer? Yes  No

Have you ever been cited or convicted of any misdemeanor or felony? Yes  No  (If yes, attach a detailed letter of explanation for each conviction that includes dates, locations, offenses, convictions, and sentences.)

Have you had military service? Yes  No  (If yes, attach copies of official discharge documents).

Dates of service: From \_\_\_\_\_ To \_\_\_\_\_ State type of discharge: \_\_\_\_\_

**Bilingual:** Indicate what foreign language/s you speak, read, and/or write fluently? \_\_\_\_\_

**Education:** Did you graduate from high school? Yes  No  GED  (**If yes, submit original diploma upon submission.**)

Did you graduate from college or technical school? Yes  No  (If yes, submit original degree/certificate upon submission). **\*Please note, all diplomas and/or transcripts are subject to verification of accreditation.**

Do you have any relatives who are currently employed by the District? Yes  No  (If yes, list all names of relatives employed by the District or serving on the Board of Trustees. Include names, positions held, and work sites. Attach a list if needed.)

\_\_\_\_\_

**References:** Please provide the name, address, and phone number of three references who are not related to you. (DO NOT list any of the following; current members of the Board of Trustees, Superintendent or current supervisors of the open position).

Name	Address and Phone Number	Position or Relationship

**For Office Use Only**

Test: \_\_\_\_\_ Test Score: \_\_\_\_\_ % **P / F** Date: \_\_\_\_\_  
 Test: \_\_\_\_\_ Test Score: \_\_\_\_\_ % **P / F** Date: \_\_\_\_\_ Typing Cert.: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
 Diploma \_\_\_\_\_ GED \_\_\_\_\_ H. S. Transcripts \_\_\_\_\_ Degree \_\_\_\_\_ College Transcripts \_\_\_\_\_ Reference Letters \_\_\_\_\_  
 Current Position \_\_\_\_\_ Hire Date \_\_\_\_\_ Other \_\_\_\_\_ Verified \_\_\_\_\_

**Employment History:**

Start with your present job. Include military service and volunteer activities.

1.	Employer _____	Address _____
	Phone _____	Job Title _____ Supervisor _____
	Work Performed _____	
	Dates Employed From _____	To _____ Reasons for leaving _____
2.	Employer _____	Address _____
	Phone _____	Job Title _____ Supervisor _____
	Work Performed _____	
	Dates Employed From _____	To _____ Reasons for leaving _____
3.	Employer _____	Address _____
	Phone _____	Job Title _____ Supervisor _____
	Work Performed _____	
	Dates Employed From _____	To _____ Reasons for leaving _____

If more space is required, please continue on a separate sheet of paper.

In the spaces below, please add any information that may be helpful in considering your application.

Skills/Qualifications \_\_\_\_\_

Specialized Training \_\_\_\_\_

Other Information \_\_\_\_\_

**References**

The Applicant agrees that this employer may contact any prior employer listed on this form and agrees that this employer may inquire as to job performance and reason(s) for departure. The Applicant further agrees that this employer may decline to consider this application further if one or more of the Applicant’s prior employers refuse to fully answer any of this employer’s questions about job performance and reason(s) for departure. This application constitutes a written waiver and may be presented for that purpose to any prior employers.”

**Agreement**

I, certify that the information given herein is true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, nor is intended to be, a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge from the Delano Union School District. Any applicant who attempts to directly contact individual Board Members with the intent of influencing the decision of the Board will be considered disqualified from candidacy for this position.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Delano Union School District is an Affirmative Action Employer. Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, or the presence of a non-related medical condition or handicap.**