

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

Received:
 _____ HR Staff
 _____ Supervisor
 _____ HR Staff
 _____ Incomplete

Date: _____

Please check box of position(s) applying for:

- | | | |
|--|---|---|
| <input type="checkbox"/> After School A&A Instructor | <input type="checkbox"/> Child Care Aide | <input type="checkbox"/> Instructional Aide |
| <input type="checkbox"/> Cafeteria Helper | <input type="checkbox"/> Clerk | <input type="checkbox"/> Noon Duty Aide |
| <input type="checkbox"/> Campus Supervisor | <input type="checkbox"/> Health Care Aide | <input type="checkbox"/> Utility Worker |

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

“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.