

ROSEVILLE CITY SCHOOL DISTRICT
Personnel Department
1050 Main Street
Roseville, CA 95678

Dear Classified Applicant:

Thank you for expressing interest in a position with the Roseville City School District.

Please fill out the application form completely; be sure to include your signature and the date where requested. **Submit the completed application and at least two current letters of reference.** If you are applying for an instructional assistant position, which requires you to be NCLB compliant, and you meet the criteria via degree, units, or testing with a previous employer, please include a photocopy of your proof with your application packet. **The district does not accept faxed applications.**

Our District receives hundreds of applications each year. Applications are kept in our active file for six months unless the applicant informs us of continued interest. Updated information or a telephone call from you will insure that your application remains in our active file for another six months.

Thank you once again for your interest in our District.

Personnel Services

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APPLICATION FOR CLASSIFIED EMPLOYMENT

Answer all questions – fill out online or print in ink.

POSITION(S) APPLYING FOR: _____

Full-time Part-time Temporary Substitute

Date Available For Employment: _____

 Last Name First Middle Home Number

 Street or Mailing Address Cell Number

 City State Zip Email address

EDUCATION AND TRAINING

Do you have High School Diploma or equivalent (GED)?

Yes No

High School(s) Attended & Location

NCLB Qualified in another District (applies to Instructional Assistants) Yes No

Special Schools, Colleges or Universities Attended	Attendance Dates	Semester Units	Major or Subjects	Certification or Degree & Year Received

FOREIGN LANGUAGE SKILLS

Language	Read	Write	Speak

PRIOR WORK HISTORY (Please list most recent employment first)

REFERENCE TO A RESUME WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION.

Employer Name and Address	Type of Work/Position	Dates	Name, Reference Phone
		From: To:	
		From: To:	
		From: To:	
		From: To:	
		From: To:	

REFERENCES (Including those who have knowledge of your educational and work experiences that may be contacted)

NAME	POSITION	ADDRESS	TELEPHONE

Have you ever been discharged or asked to resign from any position?
(If you answer "Yes" please explain) Yes No

Have you ever been convicted of anything other than a minor traffic violation?
(If you answer "Yes" please explain) Yes No

With or without an accommodation, are you able to perform the essential functions of
this position? Yes No

Do you have a valid California Driver's License? Yes No

Are you willing to be fingerprinted? Yes No

Do you have any relatives employed by the Roseville City School District? Yes No

Specify relationship _____

OTHER INFORMATION YOU MAY WISH TO PROVIDE THAT SHOULD BE CONSIDERED WHEN EVALUATING YOUR QUALIFICATIONS FOR THIS POSITION:

PLEASE READ, SIGN LEGAL NAME AND DATE (Must be completed)

My submission of this application authorizes the school to conduct a background investigation and authorized 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 school 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 other 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 OF APPLICANT _____

DATE _____

Roseville City School District does not discriminate against any applicant or employee in any employment practice because of race, color, religion, gender, martial status, age, national origin, ancestry or handicap.

NO FAXED MATERIALS ACCEPTED