

APPLICATION FOR EMPLOYMENT - CLASSIFIED EMPLOYEE

- ARENA UNION ELEMENTARY SCHOOL DISTRICT**
 POINT ARENA JOINT UNION HIGH SCHOOL DISTRICT
 POINT ARENA SCHOOLS DISTRICT OFFICE

RETURN TO: Point Arena Schools
 Attention: Human Resource
 Point Arena, CA 95468
 Phone: (707) 882-2803 Fax: (707) 882-2848 Email: ddaleuski@pauhs.org

APPLICATION KEPT ON FILE
 FOR 6 MONTHS ONLY, UNLESS
 RENEWED BY APPLICANT

Please submit this application with all of the information requested as completely as possible. You may attach additional sheets if the space provided is not sufficient. Please do not write "see attached resume" in any space.

Applicant Name _____
First Middle Last

Current Address _____
City Zip Work Phone (____) _____

Permanent Address _____
City Zip Home Phone (____) _____

Are you legally eligible for employment in the United States Yes No Explain: _____

POSITION FOR WHICH YOU ARE APPLYING: _____

If you answer YES to the following please use additional sheet to explain:

Have you ever been dismissed, or asked to resign? Yes No

Would you work Full-Time Part-Time Specify number of hours if only Part-Time _____

Were you previously employed by the Point Arena Schools? Yes No If yes, when? _____

If you worked under a different name, please state name _____

Are any members of your immediate family employees of the Point Arena Schools? Yes No

EDUCATION Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

NAME AND LOCATION OF SCHOOL	Course or Major	Hours or Units Completed	Did you Graduate?	Degree Received	Or did you pass the:
High School					Proficiency Exam? <input type="checkbox"/> Yes <input type="checkbox"/> No
Junior College					
College or University					
Business, Correspondence, Trade or Grad. School.					

List Skills and Qualifications: Licenses, Skills, Trainings, Awards

EMPLOYMENT RECORD		Show complete record, including periods between jobs, for at least 10 years. (List LAST position FIRST) Applications not showing REQUIRED EXPERIENCE may be rejected.)			
FROM	TO	OCCUPATIONS AND DESCRIPTIONS OF THE DUTIES PERFORMED	SALARY	EMPLOYERS NAME & ADDRESS	REASON FOR LEAVING (If dismissed explain below)

USE SPACE BELOW FOR EXPLANATIONS OR ADDITIONAL INFORMATION
 Is there any other information which may help us find the job for which you are best qualified?
 Have you any special skills, qualifications, training or experience not shown on this form?

PROFESSIONAL REFERENCES		THREE (3) REFERENCES REQUIRED!
Name and Title	Address	Telephone
		(____) _____
		(____) _____
		(____) _____

ANY PERSONAL DOCUMENTS ENCLOSED WILL NOT BE RETURNED, UNLESS ACCOMPANIED BY A SELF-ADDRESSED ENVELOPE BEARING SUFFICIENT POSTAGE.

I HEREBY CERTIFY that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein will cause forfeiture on my part to any employment or payment as an employee in the service of the Point Arena Schools District. I further agree to be fingerprinted, and upon employment to furnish such proof of age and citizenship as may be directed.

_____ Signature of Applicant _____ Date

AN EQUAL OPPORTUNITY EMPLOYER

