



Carlsbad Unified School District

6225 El Camino Real
Carlsbad, CA 92009

...a world class district

(760) 331-5000 · FAX (760) 331-5097

Web site: www.carlsbadusd.k12.ca.us

APPLICATION FOR CLASSIFIED EMPLOYMENT

Instructions: Read carefully and answer all questions. Please make complete and up-to-date statements of your personal history and qualifications. False statements will be cause for rejection or discharge after appointment. Please use a typewriter or print in ink.

POSITION DESIRED: _____

PERSONAL DATA

First Name Middle Initial Last Name

Social Security Number

Address (number & street)

Home Phone (Area Code/Number)

(city, zip)

Business/Message Phone

e-mail address

Cellular Phone

Do you claim Veteran's Preference (applies to entry level positions only) Yes (include copy of DD214) No

Available for: Full Time Part-time Regular employment Substitute employment

Do you have the legal right to work in the United States? Yes No (Proof of identity and employment eligibility will be required.)

Are you under 18 years of age? Yes No (Applicants under 18 may be required to provide a work permit.)

Complete the following information as required for the position for which you are applying:

<input type="checkbox"/> First Aid	Expiration Date:	Languages (fluently speak/read/write)	<input type="checkbox"/> Typing
<input type="checkbox"/> CPR Certification	Expiration Date:	<input type="checkbox"/> Spanish	Net wpm:
<input type="checkbox"/> Food Handler's Card	Expiration Date:	<input type="checkbox"/> Other	
<input type="checkbox"/> CA Driver's license	Expiration Date:	<input type="checkbox"/> Sign Language	
Computer skills:			
Other skills/qualifications/certifications which will be of special benefit in this position:			

EDUCATION AND TRAINING

NAME OF HIGH SCHOOL ATTENDED	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YOU DID NOT GRADUATE, DID YOU PASS A G.E.D.? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree (Yes/No)
Name/Location of Colleges, Universities, and/or Trade Schools	Major Subject/Field	

EMPLOYMENT INFORMATION

Are you presently or have you ever worked for the Carlsbad Unified School District? Yes No If yes:

Job Title: _____

Dates employed:

School/Department _____

From: _____ To: _____

Reason for leaving: _____

Begin with your most recent job. List all paid and unpaid work experience in the last 10 years. Also, list any jobs you held more than 10 years ago, which related to the duties of the job for which you are applying. If you need to attach additional information, please use the format below. A resume may be attached, but will **NOT** be accepted in lieu of the requested information below.

DATES	DUTIES	EMPLOYERS
From (Mo/Yr)	YOUR TITLE	NAME OF LAST EMPLOYER
	YOUR DUTIES:	TYPE OF BUSINESS
To (Mo/Yr)		ADDRESS (NUMBER & STREET)
		CITY/STATE/ZIP CODE
Total Time (Yrs/Months)		SUPERVISOR'S NAME
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	REASON FOR LEAVING:	TELEPHONE ()
From (Mo/Yr)	YOUR TITLE	NAME OF LAST EMPLOYER
	YOUR DUTIES:	TYPE OF BUSINESS
To (Mo/Yr)		ADDRESS (NUMBER & STREET)
		CITY/STATE/ZIP CODE
Total Time (Yrs/Months)		SUPERVISOR'S NAME
	REASON FOR LEAVING:	TELEPHONE ()
From (Mo/Yr)	YOUR TITLE	NAME OF LAST EMPLOYER
	YOUR DUTIES:	TYPE OF BUSINESS

To (Mo/Yr)		ADDRESS (NUMBER & STREET)
		CITY/STATE/ZIP CODE
Total Time (Yrs/Months)		SUPERVISOR'S NAME
	REASON FOR LEAVING:	TELEPHONE ()

**CARLSBAD UNIFIED SCHOOL DISTRICT
APPLICATION SUPPLEMENT**

Criminal Conviction

You must complete this section truthfully. A falsified application will result in disqualification, removal of name from an eligibility list, and/or termination from employment.

Position for which you are applying: _____

Have you, ever been convicted of a misdemeanor or felony? This includes driving under the influence of intoxicating liquor (DUI) and/or possession of marijuana. This does not include minor traffic violations.

YES NO

Nature of Offense (Brief Description)	Date Mo/Yr	Location (City & State)	Disposition	Penal Code Violation #

Comments:

Declaration

I declare that I have read and understand all of the questions and statements listed above and the answers that I have given are true and correct.

Signature of Applicant: _____ ***Date signed:***

Printed Name: _____

Carlsbad Unified School District Personnel Commission

Name of Applicant (Last, First, Middle)

Position Applied For

Date

Can you perform the essential functions listed on the job description with or without accommodation?

Yes No

I am requesting that you contact me regarding test process accommodation.

Yes No

Confidential Statistical Data

The confidential information requested below is necessary for reporting statistical information to the state and federal government. This information will be detached from your application. It will not be made available to any person involved in the hiring process or used in any way to make employment decisions. Completion of this form is voluntary. Your participation is appreciated.

Please check one response for each question:

What is your ethnic origin?

- Black
- Hispanic (Mexican or Spanish descent, Puerto Rican, Central or South American, Cuban)
- Asian or Pacific Islander
- Native American Indian or Alaskan Native
- White, not of Hispanic Origin
- Filipino

What is your gender?

- Male
- Female

What is your Veteran status?

- Served in Vietnam, Gulf, WWII or Korea
- Veteran other than those listed above who served in time of war or national emergency declared by President of U.S.
- Non-veteran

What is your age group?

- Under 21
- 21 – 39
- 40 or over

How did you learn of this position?

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> CUSD Personnel Office <input type="checkbox"/> Job Hotline <input type="checkbox"/> Newspaper – which one? <ul style="list-style-type: none"> <input type="checkbox"/> North County Times <input type="checkbox"/> Union Tribune <input type="checkbox"/> PennySaver <input type="checkbox"/> Other _____ | <ul style="list-style-type: none"> <input type="checkbox"/> CUSD Employee <input type="checkbox"/> Community Agency _____ <input type="checkbox"/> CUSD Web Page <input type="checkbox"/> SD County Office of Education Web Page <input type="checkbox"/> EDD Web Page <input type="checkbox"/> Other _____ |
|---|---|

CARLSBAD UNIFIED SCHOOL DISTRICT

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Please read each paragraph below carefully and initial where indicated. Please sign and date below.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of a material fact on this application or on any document used to secure employment shall be grounds for immediate rejection of this application or for immediate discharge if I am employed, regardless of when Carlsbad Unified School District may discover any such omission or misstatement.

_____ I hereby authorize the Carlsbad Unified School District Superintendent of Schools or his/her designee to conduct a background investigation in order to assess my eligibility for a position requiring a high level of reliability and trustworthiness. I authorize all persons who may have information relevant to this investigation to disclose it (including photocopies where requested) to the Carlsbad Unified School District Superintendent of Schools or his/her designee, and I release all persons from liability on account of such disclosure. I understand that the investigation may include verification of past employment, education, residential history, and opinions of references.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by the Carlsbad Unified School District, I am entitled to copies of such public records obtained by the District unless I withhold my initials from this paragraph. If I am not hired as a result of such information, I am entitled to a copy of such records, even if I have not initialed beside this paragraph.

_____ I authorize that a photocopy of my signature below may be used to obtain information regarding the investigation. Furthermore, in the event that I leave employment with the District, I authorize the District to share relevant information regarding my employment and release all persons from liability on account of such disclosure.

Signature of Applicant

Printed Name of Applicant

Date

**PERSONNEL COMMISSION
CARLSBAD UNIFIED SCHOOL DISTRICT
6225 EL CAMINO REAL
CARLSBAD, CA 92009**

Accommodation: In compliance with the Americans with Disabilities Act, applicants requiring accommodation for an employment examination must notify the Personnel Commission Office.

Merit System: Appointment and continuing employment of classified employees are based on the merit principle. Statements of these principles and policies are contained in the Personnel Commission Rules & Regulations of the Carlsbad Unified School District, and in the Education Code of the State of California (45100 et seq).

Eligibility List: Candidates successfully completing all phases of the application and examination process will be ranked on the appropriate eligibility list according to total examination score. The lists are normally in effect for period specified on the employment bulletin.

Veteran's Preference: Veterans preference points will be added to passing scores in open examinations for entry level positions. Applicants must provide documentary evidence of eligibility at the time of application or examination. (Education Code 45294)