

# DELANO JOINT UNION HIGH SCHOOL DISTRICT

1720 NORWALK STREET DELANO, CA 93215

Office: (661) 725-4000 \* Fax: (661) 721-1033

## APPLICATION FOR CLASSIFIED SUBSTITUTE EMPLOYMENT

The minimum age for employees is (a) 18, or (b) 16, with either a work permit or a high school diploma. Applicants must submit two proofs of citizenship or legal U.S. residency if hired. Each classified applicant selected for regular employment will be required to: (a) be fingerprinted at the employer's expense; (b) provide a Social Security number (c) complete an I-9 form, if applicable; (d) swear or affirm allegiance in writing to the United States and to the State of California; (e) furnish proof of a current negative X-ray or intradermal tuberculin report, and submit to a pre-employment substance abuse test at the employer's expense.

The law protects the right of each applicant to equal employment opportunity regardless of race, creed, color, sex, age, physical handicap, or national origin. Employment will be based on job-related qualifications.

Please type or print in black ink. Complete all sections. Incomplete applications may be disqualified.

### POSITION

Indicate the classified substitute position(s) that interest you. Check all that apply.

Account Clerk		Custodial Utility	
Campus Security and Discipline Liaison		Food Service	
Campus Security		Instructional Aide	
Clerical		Special Education Instructional Aide	
Computer Support Technician		Switchboard	

### PERSONAL INFORMATION

Name:	Telephone #: (Home)
Mailing Address:	Telephone #: (Cell)
City and Zip Code	E-mail Address:

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

*The Delano Joint Union High School District is committed to equal opportunity for all individuals in education. Such programs and activities shall be free from unlawful discrimination, harassment, intimidation, and bullying based on and/or association with a person or group with one or more of these actual or perceived characteristics of race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, parental status, physical or mental disability, medical information, sex, sexual orientation, gender, gender identity or expression, genetic information, immigration status, Military Veterans status, homelessness, foster status, or any other basis prohibited by California state and federal nondiscrimination laws pursuant with Education Code 200 and 220, Government Code 11135 and Title IX.*

*If you an employee believes they have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Title II and Title IX Officer, Jesus Gonzalez, Assistant Superintendent, at phone number 661-720-4129, address 1720 Norwalk Street, Delano California or by email at [jgonzalez@djuhsd.org](mailto:jgonzalez@djuhsd.org). A copy of DJUHSD's Uniform Complaint policy and Nondiscrimination policy are available here and upon request.*

Have you ever been convicted of any misdemeanor or felony? Yes \_\_\_\_ No \_\_\_\_ (If yes, attach a detailed a letter of explanation for each conviction that includes dates, locations, offenses, convictions, and sentences). Being convicted of a misdemeanor or felony does not eliminate your chances for employment, but failure to indicate such conviction will be grounds for disqualification or dismissal.

## **EDUCATION**

Did you graduate from high school? Yes \_\_\_\_ No \_\_\_\_ (If yes, attach copy of diploma).

Did you graduate from college or technical school? Yes \_\_\_\_ No \_\_\_\_ (If yes, attach copy of diploma or certificate and any units that you may have earned even if you did not graduate).

## **SKILLS**

Typing: \_\_\_\_\_ Word \_\_\_\_\_ Excel \_\_\_\_\_ PBX Switchboard \_\_\_\_\_

What languages do you read, speak and write fluently? \_\_\_\_\_

## **REFERENCES**

This 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 or qualifications, reason(s) for leaving and whether the prior employer would rehire. 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 or qualifications, reason(s) for departure and whether the prior employer would rehire. This application constitutes a written waiver/authorization to release information and may be presented for that purpose to any prior employers. \_\_\_\_ (Initial)

In addition to the supervisors listed on the reverse side of this application form, list at least three individuals who have knowledge of your ability to perform duties for the position(s) for which you wish to be considered. Include only those who have direct knowledge of your work or educational experience as they relate to this position. (Do not list any of the following: current members of the Board of Trustees; Superintendent; Associate Superintendent; Assistant Superintendent, Human Resources; site principals; program directors; relatives; or social acquaintances/friends). Additional references may be requested later.

NAME	POSITION OR RELATIONSHIP	EMAIL / PHONE NUMBER

**EMPLOYMENT HISTORY** - This section must be completed even if resume is attached. Begin with your current employer, and then listing any other positions in reverse chronological order. Include self-employment and periods of unemployment (in excess of six months) as separate periods. **Incomplete and inaccurate applications may be disqualified.**

Name of Employer or Company	
Address	Phone number
Your job title(s)	Your Supervisor
Work hours per week	
List your main duties and responsibilities	
Explain your reason(s) for leaving	

Name of Employer or Company	
Address	Phone number
Your job title(s)	Your Supervisor
Work hours per week	
List your main duties and responsibilities	
Explain your reason(s) for leaving	

Name of Employer or Company	
Address	Phone number
Your job title(s)	Your Supervisor
Work hours per week	
List your main duties and responsibilities	
Explain your reason(s) for leaving	

**REQUIRED DOCUMENTS:** (Please attach to application)

- ▶ DRIVER'S LICENSE
- ▶ HIGH SCHOOL DIPLOMA, TRANSCRIPTS OR EQUIVALENCY CERTIFICATE (GED)
- ▶ LIST OF RELATIVE(S) EMPLOYED BY THE DISTRICT (if applicable)
- ▶ DETAILED LETTER OF CONVICTION (if applicable)
- ▶ OFFICIAL MILITARY DISCHARGE DOCUMENTS (if applicable)

**OPTIONAL DOCUMENTS:** (Please attach to application)

- ▶ COLLEGE DIPLOMA AND TRANSCRIPTS (if applicable)
- ▶ LICENSES AND/OR CERTIFICATES RELEVANT TO POSITION (if applicable)

**ASSURANCES**

1. I certify that I have carefully read and understood the job announcement, job description, and application form for this position.
2. I certify that all of the statements I have made in this application form are true and correct to the best of my knowledge. I understand that any false statements made on this application may be cause for non-employment or for dismissal, if employed.
3. I hereby authorize Delano Joint Union High School District to contact any of my former employers or any references provided. I agree to hold those former employers or references harmless for any outcomes relating to any use of the information they provide by the Delano Joint Union High School District.
4. I recognize that the district has a pre-promotional, and for cause substance abuse testing program at employer's expense.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

STAMP HERE

**DELANO JOINT UNION HIGH SCHOOL DISTRICT**

**APPLICATION RECEIVED VERIFICATION**

**Name:**\_\_\_\_\_

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

Please complete this prior to submitting your application. Do not leave your application on any desk or counter.

The person receiving this application will stamp your application and this document. Please keep this page as verification of your application being submitted.

Thank you.

DEPARTMENT OF HUMAN RESOURCES  
DELANO JOINT UNION HIGH SCHOOL DISTRICT