

Napa Valley Unified School District
Department of Human Resources

2425 Jefferson Street, Rm. 117, Napa, CA 94558, 707-253-3571



PLEASE KEEP THIS DOCUMENT FOR REFERENCE

CLASSIFIED POSITION APPLICANTS:

- **Please provide (3) Letters of Recommendation and a Resume**
- **Job descriptions and Salary schedules available upon request**
- **Job Hot-line number: 707-259-9013**

If you are called to work (as a **substitute** or as a **regular** employee) it is **YOUR RESPONSIBILITY** to come in to the Human Resources and the Payroll Office/s to complete the required forms before you begin working.

Required forms:

- District Application
- Ethnic survey Card
- I.N.S. form (documents that establish **Identity** and **Employment Eligibility**)
 - a) Current United States Passport
 - b) Citizenship Certificate

OR

 - a) Drivers License
 - b) Picture ID Card

AND

 - a) Social Security Card
 - b) Certified copy of Birth Certificate

Also required:

- Fingerprinting and receipt of clearance from the Department of Justice (form provided by Human Resources)
- Current Tuberculosis test (You can go to your physician or the County Health Dept.)

GO TO PAYROLL FOR THE FOLLOWING:

- Handling of paycheck form
- Tax Withholding forms
- Medical / Dental benefit forms (when eligible)

NAPA VALLEY UNIFIED SCHOOL DISTRICT

2425 Jefferson Street, Napa CA 94558

(707) 253-3571

APPLICATION FOR CLASSIFIED POSITION

INSTRUCTIONS: Please answer all questions completely and accurately.

Mark category applied for and then write in the Position Title.

<input type="checkbox"/> Child Care _____	<input type="checkbox"/> Instructional Support _____
<input type="checkbox"/> Clerical _____	<input type="checkbox"/> Maintenance/Operations _____
<input type="checkbox"/> Custodial _____	<input type="checkbox"/> Transportation _____
<input type="checkbox"/> Food Service _____	<input type="checkbox"/> Other (Specify) _____

Would you accept, if offered: part-time _____ temporary _____ substitute _____ employment?

Name _____ Social Security # _____

Address _____ Phone () _____

City, State, Zip _____ Message Phone () _____

Name and location of school last attended _____ Date left: _____

Did you graduate from high school? Yes _____ No _____ GED _____ Date: _____

Name and location of college or university attended: _____

Dates attended: _____ Major: _____ Credits or Degree: _____

List any related business, trade, or special training (give location and dates): _____

REFERENCES: Please furnish three (3) letters of recommendation (none from relatives). One letter is to be from your last place of employment.

(List most recent employer first)

DATES: (Mo./Yr.)	EMPLOYER'S NAME & ADDRESS	JOB TITLE	SALARY
From _____	_____	Duties _____	Hours/Week _____
To _____	_____	_____	Reason for Leaving _____
DATES: (Mo./Yr.)	EMPLOYER'S NAME & ADDRESS	JOB TITLE	SALARY
From _____	_____	Duties _____	Hours/Week _____
To _____	_____	_____	Reason for Leaving _____
DATES: (Mo./Yr.)	EMPLOYER'S NAME & ADDRESS	JOB TITLE	SALARY
From _____	_____	Duties _____	Hours/Week _____
To _____	_____	_____	Reason for Leaving _____

If additional space is required, use separate sheet of paper

If you are employed, can you furnish proof of your age? Yes _____ No _____

If you are employed, can you furnish proof that you can legally be employed in the United States? Yes _____ No _____

Have you previously been employed by any school district in Napa County? Yes _____ No _____

If "yes," state location and approximate dates: _____

If "yes," under what name? _____

Have you ever been a member of the California Public Employees Retirement System? Yes _____ No _____

If "yes," give name of employer and dates: _____

If the job requires, do you have a valid California driver's license? Yes _____ No _____

If "yes," give Number: _____ Type: _____ Expiration Date: _____

Have you ever been on active duty in the United States Armed Forces? (do not include reserve time) Yes _____ No _____

If "yes," give Branch of Service: _____ Highest Rank Held: _____

Have you ever been convicted of a criminal offense, excluding minor traffic violations, marijuana offenses that are greater than two years old, or any other offense that has been expunged or is statutorily eradicated? Yes _____ No _____

If "yes," please explain below. (Please note that a conviction will not necessarily disqualify you from employment)

Have you reviewed a description of position(s) in which you are interested? Yes _____ No _____

Do you understand the requirements of the job(s)? Yes _____ No _____

Can you perform the requirements of the job(s) with or without reasonable accommodations? Yes _____ No _____

Clerical Applicants:

Account Clerk _____
Secretary _____
Typist Clerk _____
Other: _____

Check occupation for which you are trained or have experience:

Computer Skills _____
Type of Computer _____
Type of Software Program(s) _____
Typing Speed: _____

Instructional Assistant Applicants:

Have you passed CBEST? _____ NVUSD Proficiency Test? _____ Grade Preferred: _____
Areas of Interest/Experience: Bilingual? _____ What Language? _____ Learning Handicapped? _____
Physically Handicapped? _____ Sign Language? _____ Other _____

Food Service Applicants: Check the type of work in which you have had training or paid experience outside the home:

Cashiering _____ Main Dish Preparation _____ Operating Dishwasher _____ Pastry Preparation _____ Salad Preparation _____
Sandwich Preparation _____ Other _____

Maintenance and Transportation Applicants: Check any of the following positions in which you have worked.

Auto Mechanic __ Bus Driver __ Cabinet Maker __ Carpenter __ Custodian __ Electrician __ Gardener __ Locksmith __
Painter __ Plumber __ Roofer __ Truck Driver __ Typewriter Repair __ Warehouse Worker __ Other _____

Are you a fully qualified journeyman in any of the above? Yes _____ No _____ Which? _____

CERTIFICATE OF APPLICANT (PLEASE READ CAREFULLY)

I hereby declare that the statements in this application are true and complete. I agree to submit to a chest X-Ray or tuberculin test, to be fingerprinted, and to follow District Regulations. I understand that I will be subject to dismissal if any statement in this application is found to be untrue.

Date: _____ Signature of Applicant: _____

The Napa Valley Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, religion, color, national origin, physical handicap, marital status, or medical condition in education programs, employment, or activities, which it operates.

NAPA VALLEY UNIFIED SCHOOL DISTRICT
Ethnic Identity Information
(This information will be used only for statistical purposes)

Name _____ Date _____
 (Last) (First) (Middle)

Street, City, State, ZIP _____

Type of Position applied for _____
(i.e., Teacher, Principal, Psychologist, Clerical, Custodial, Maintenance, etc.)

Sex: _____ Birth date: _____ Social Security Number
 Male Female MO/DAY/YR

Check only one category below: Please indicate your *own* ancestry, not that of your spouse.

- | | |
|--------------------------------|---------------------------------------|
| _____ Asian, Chinese | _____ Filipino |
| _____ Asian, Indian | _____ Hispanic |
| _____ Asian, Japanese | _____ Pacific Islanders, Guamanian |
| _____ Asian, Korean | _____ Pacific Islanders, Hawaiian |
| _____ Asian, Laotian | _____ Pacific Islanders, Samoan |
| _____ Asian, Cambodian | _____ Pacific Islanders, Other: _____ |
| _____ Asian, Vietnamese | _____ White |
| _____ Asian, Other: _____ | _____ Other Non-White: _____ |
| _____ American Indian /Alaskan | _____ Unknown |
| _____ Black | _____ Decline to State |

***NOTE:* Personnel Clerk will detach this card from application before screening/interviewing.**