



Emery Unified School District
 4727 San Pablo Avenue, Emeryville, CA 94608
 Phone : (510) 655-6936 • Fax: (510) 655-3339
 Web: www.emeryusd.k12.ca.us

Application for Classified & Confidential Positions

APPLICATION PROCEDURE:

Date: _____

Submit application, cover letter, resume, and letters of reference to *EUSD Human Resources*.

PERSONAL

Name _____

Street Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____ Email _____

PROFESSIONAL

1. Position(s) applied for: (1) _____ (2) _____

2. Date available: _____

3. Have you filed an application here before? Yes No If yes, give date: _____

4. Have you ever been employed here before: Yes No If yes, give dates: _____

5. Are you employed now? Yes No If yes, may we contact your employer? Yes No

6. Are you available to work Full Time Part Time Overtime Specific Hours: _____

7. Have you ever been dismissed or asked to resign from any teaching position? Yes No
 (If yes, attach explanation)

8. Have you ever been convicted of a crime other than a minor traffic violation? Yes No
 (If yes, attach explanation)

9. Please describe any specialized training, apprenticeships, skills and extra-curricular activities:

10. List your special skills (i.e., typing speed, computer skills, receptionist skills, etc.):

11. List any professional, trade, business, and/or civic organizations with which you have been or are associated:

12. You may provide any additional information you feel may be helpful to us in considering your application:

13. List your work history in chronological order (including military and volunteer experience), beginning with the most recent:

Employer: _____ From: _____ To: _____

Location: _____ Phone: _____ Starting Pay: _____ Ending Pay: _____

Job Title: _____ Name of Supervisor: _____

Duties & Responsibilities: _____

Reason for Leaving: _____

Employer: _____ From: _____ To: _____

Location: _____ Phone: _____ Starting Pay: _____ Ending Pay: _____

Job Title: _____ Name of Supervisor: _____

Duties & Responsibilities: _____

Reason for Leaving: _____

Employer: _____ From: _____ To: _____

Location: _____ Phone: _____ Starting Pay: _____ Ending Pay: _____

Job Title: _____ Name of Supervisor: _____

Duties & Responsibilities: _____

Reason for Leaving: _____

Employer: _____ From: _____ To: _____

Location: _____ Phone: _____ Starting Pay: _____ Ending Pay: _____

Job Title: _____ Name of Supervisor: _____

Duties & Responsibilities: _____

Reason for Leaving: _____

Employer: _____ From: _____ To: _____

Location: _____ Phone: _____ Starting Pay: _____ Ending Pay: _____

Job Title: _____ Name of Supervisor: _____

Duties & Responsibilities: _____

Reason for Leaving: _____

Employer: _____ From: _____ To: _____

Location: _____ Phone: _____ Starting Pay: _____ Ending Pay: _____

Job Title: _____ Name of Supervisor: _____

Duties & Responsibilities: _____

Reason for Leaving: _____

EDUCATION

14. Please list your educational record:

College(s)	Location	Degree	Major / Minor	Dates
High School	Location	Course of Study	Did you graduate?	Dates
Other	Location	Degree	Major / Minor	Dates

REFERENCES

15. Please list three references with direct knowledge of your skills and experience.

Name	Position	Address	Phone Number

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that neither this document nor any offer of employment from the Emery Unified School District constitutes an employment contract unless a specific document to that effect is executed by the Emery Unified School District and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the Emery Unified School District.

My signature below authorizes the Emery Unified School District to conduct a background investigation and authorizes release of information in connection with my application for employment. I hold harmless from liability any individual or firm (law enforcement agencies, previous employers, educational institutions, personal references, professional references, and other appropriate sources) for any information that it may provide in this investigation (driving records, criminal or civil convictions, any findings of child abuse or child neglect investigations, etc.).

Signature _____ Date _____

EQUAL OPPORTUNITY EMPLOYER

The Emery Unified School District gives all persons equal opportunity in employment without unlawful discrimination because of age, ancestry, color, creed, disability, marital status, medical condition, national origin, race, religion, sex, and sexual orientation.