

APPLICATION FOR CLASSIFIED EMPLOYMENT WITH FORT BRAGG UNIFIED SCHOOL DISTRICT

Return to: **Personnel Office, Fort Bragg Unified School District**
312 South Lincoln Street, Fort Bragg, CA 95437
 Telephone (707) 961-2850 Telefax (707) 964-5002

CLASSIFIED EMPLOYMENT APPLICATION

Applicant Name: _____

First Middle Last

Home Telephone number: _____ Msg. Phone: _____ Email: _____

Present Address: _____

Mailing address City State zip code

Position for which you are applying: _____ Full time: _____ Part time: _____

(Please circle one)

Were you previously employed by Fort Bragg Unified School District? Yes No
 When: _____ In what capacity: _____
 If presently employed, may we inquire of your present employer? Yes No
 Have you ever been convicted of a crime other than a minor traffic violation? Yes No
 **Conviction does not necessarily disqualify you from employment.
 Can you, after employment, submit verification of your right to work in the United States? Yes No
 Can you read, speak or write in any language other than English? _____ Yes No
 Are any members of your immediate family employees of Fort Bragg Unified School District? Yes No
 Can you perform all job-related functions with or without reasonable accommodation? Yes No
 Have you ever been dismissed, or asked to resign from any position? Yes No

Fort Bragg Unified School District requires as a condition of employment as an instructional assistant, the demonstration of knowledge of, and ability to assist in the instruction of reading, writing, and mathematics. ** This requirement may be met in a variety of ways: 1) the possession of an Associates degree or higher, 2) completion of two full time years of study at an accredited institution of higher education, or 3) achievement of a passing score on an NCLB compliant paraprofessional test.

Please specify the option that applies:

- I need to take the NCLB Paraprofessional test _____
- I have taken and passed the required NCLB Paraprofessional test and verification is attached _____.
- I am exempt because I possess and Associates Degree or higher, and verification is attached _____.

After employment, TB test results and fingerprints are required by California law to be on file with the District.
For questions answered "yes", please use a separate sheet of paper to explain.

EDUCATION HISTORY Verification of degrees or certificates is required.

| Name of Institution | Major/Minor or Focus of Work | Did you graduate? |
|---------------------|------------------------------|-------------------|
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EMPLOYMENT HISTORY - Please start with most recent first. Attach an additional sheet of paper if needed.

| Position Held | Employment Dates | | Name and Address of Employer (Include phone number& zip code) | Reason for Leaving |
|---------------|------------------|----|--|--------------------|
| | From | To | | |
| | | | | |
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PROFESSIONAL REFERENCES

| Name/Position | Mailing Address, City, State and Zip Code | Telephone (Including area code) |
|---------------|---|---------------------------------|
| | | |
| | | |
| | | |

SKILLS AND TRAINING - Please list any training, skills, special licenses or abilities you have that you feel would benefit the students of Fort Bragg Unified School District.

| Name/Position | Mailing Address, City, State and Zip Code | Telephone (Including area code) |
|---------------|---|---------------------------------|
| | | |
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Applicant Comments:

I HEREBY AUTHORIZE THE District to conduct work history, personal reference or criminal record inquiries to determine my acceptability for employment. I hereby authorize the references listed on this application to release any and all information related to my job performance while employed by them and to respond completely to all questions that prospective employers may ask regarding my prior work history, performance, and qualifications.

I HEREBY CERTIFY that all statements made on this application are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I understand that any false statement will disqualify my application.

Signature of Applicant _____ Date _____

Please do not include high school or college graduation dates on any resume you may attach to this application.