

Exempt Employee Application
Capistrano Unified School District

POSITION DESIRED _____

PERSONAL INFORMATION

First Name _____ Last Name _____ Middle Initial _____
SSN _____
Mailing Address _____
Apt. Number _____
City _____ State _____ Zip _____
Country _____
Home Phone _____ Work Phone _____
Cell Phone _____
Fax _____ Email _____
Homepage _____

Are you currently or have you ever been employed by Capistrano Unified School District? If so, please indicate dates of employment, and position(s) held.

Have you ever applied for a position with Capistrano Unified School District? If so, please indicate the date of application and position(s) applied for.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY.

I understand that all questions are to be accurately completed. I realize failure to fully complete the application may result in disqualification. Please initial verifying receipt of this information.

Check box if you are able, after employment, to provide proof of your legal right to work in the US.

CREDENTIAL / LICENSING INFORMATION
(If applicable to assignment)

California Credential or License:

If you have applied for a credential, please list your credential authorization information.

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

Name of High School _____

Highest Grade Completed _____ Graduated GED

1. Name of College/University/School _____
 Major/Field of Study _____
 Semester Units _____ Quarter Units _____
 Attended From _____ To _____ Degree _____
 Awarded _____

2. Name of College/University/School _____
 Major/Field of Study _____
 Semester Units _____ Quarter Units _____
 Attended From _____ To _____ Degree _____
 Awarded _____

3. Name of College/University/School _____
 Major/Field of Study _____
 Semester Units _____ Quarter Units _____
 Attended From _____ To _____ Degree _____
 Awarded _____

4. Name of College/University/School _____
 Major/Field of Study _____
 Semester Units _____ Quarter Units _____
 Attended From _____ To _____ Degree _____
 Awarded _____

List languages, other than English, that you are familiar with:

RECORD OF WORK EXPERIENCE

List Most Current Employment First

1. Employer _____
 Date From _____ To _____
 Current Employer Please don't contact
 Address _____
 Name of Immediate Supervisor _____

Name of Immediate Supervisor _____
Phone _____
Supervisor job Title _____
Your Job Title _____
Hours/Week _____
Job Duties _____
Salary _____
Reason For Leaving _____

2. Employer _____
Date From _____ To _____
Current Employer Please don't contact
Address _____
Name of Immediate Supervisor _____
Phone _____
Supervisor job Title _____
Your Job Title _____
Hours/Week _____
Job Duties _____
Salary _____
Reason For Leaving _____

3. Employer _____
Date From _____ To _____
Current Employer Please don't contact
Address _____
Name of Immediate Supervisor _____
Phone _____
Supervisor job Title _____
Your Job Title _____
Hours/Week _____
Job Duties _____
Salary _____
Reason For Leaving _____

PROFESSIONAL REFERENCES

1. Name _____
Organization/Company _____
Phone _____
Title _____
Email _____

2. Name _____
Organization/Company _____

Organization/Company _____
Phone _____
Title _____
Email _____

3. Name _____
Organization/Company _____
Phone _____
Title _____
Email _____

NOTICE

I understand I will not be hired if a conviction (felony and/or misdemeanor) is not reported on the application. This includes military court martials and convictions set aside under PC1203.4. A conviction includes misdemeanor offenses such as tickets (trespassing, disturbing the peace, etc.) even if they were paid through the mail. To continue application, type your initials verifying receipt of this information.

Initial _____

LEGAL INFORMATION

The following information is **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies.

EXPLAIN ALL "YES" ANSWERS IN THE BOX BELOW THE QUESTION.

- 1. Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. (Note: Exclude convictions for marijuana-related offenses for more than two years old.)

YES NO

If "Yes," list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c).

- 2. Have you ever been dismissed or asked to resign from any position?

YES NO

If you answered "Yes", please explain below.

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3. This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application been made.

Will you need any reasonable accommodation to participate in the hiring process?

YES NO

If you answered "Yes", please explain below.

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4. My submission of this on-line application authorizes the school to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district/County Office and reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district/County Office.

Signature _____