

SIERRA SANDS UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL APPLICATION FOR EMPLOYMENT
113 W. Felspar Ave. Ph. 760-499-1621 Fax 760-375-1253
e-mail: mfrench@ssusd.org Internet: www.ssusd.org

Position:

Date:

EMPLOYEE INFORMATION

Name (Last) (First)		Social Security Number (last four digits) XXX-XX-	
Address (Number & Street) (Apt. Number)		(City)	(State) (Zip)
Home Phone		Work Phone	
Cell		E-mail Address	
Have you ever been employed by Sierra Sands Unified School District? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Under what name? _____ Employment Dates: From _____ To _____			
Position _____ Classification: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Substitute			
Reason for leaving? _____			
Have you ever been discharged or forced to resign from an organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Organization Name _____ Employment Dates: From _____ To _____			
Position _____			
Reason for discharge? _____			
Are you related to any employee of this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES, list name and relationship to you _____			
If offered employment you will be fingerprinted <input type="checkbox"/>			
If hired, can you provide verification of your right to legally work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Drivers License (if position requires)			
Number _____ Class _____			
Expiration Date _____ State _____			
Is it suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you speak a language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Language _____			
<input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Translate			
Employment availability <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Non-Teaching Substitute			
Hours preferred _____			
Hours available _____			
Please list other skills and experiences which would qualify you for employment. _____			

PROFESSIONAL EXPERIENCE

List all paid experience in chronological order, most recent first. Account for all gaps in employment. Please attach another sheet if necessary.

(1) Employer _____ Title _____
Address _____
(Street Number/City/State/Zip)
Duties _____

Employment Dates: From _____ To _____ Name of Immediate Supervisor _____
(mm/dd/yy) (mm/dd/yy)
OK to contact? ☐ Yes ☐ No Work phone # (_____) _____ Other phone # (_____) _____
Hours per Week _____ Salary Per Month _____
Reason for Leaving Position _____

(2) Employer _____ Title _____
Address _____
(Street Number/City/State/Zip)
Duties _____

Employment Dates: From _____ To _____ Name of Immediate Supervisor _____
(mm/dd/yy) (mm/dd/yy)
OK to contact? ☐ Yes ☐ No Work phone # (_____) _____ Other phone # (_____) _____
Hours per Week _____ Salary Per Month _____
Reason for Leaving Position _____

(3) Employer _____ Title _____
Address _____
(Street Number/City/State/Zip)
Duties _____

Employment Dates: From _____ To _____ Name of Immediate Supervisor _____
(mm/dd/yy) (mm/dd/yy)
OK to contact? ☐ Yes ☐ No Work phone # (_____) _____ Other phone # (_____) _____
Hours per Week _____ Salary Per Month _____
Reason for Leaving Position _____

EMPLOYMENT REFERENCES

(1) Position _____	Reference _____	Ph. Number _____
(2) Position _____	Reference _____	Ph. Number _____
(3) Position _____	Reference _____	Ph. Number _____

*Your present employer may be contacted for a reference upon offer of employment.

EDUCATIONAL RECORD

List most recent first.

Name of College/University/Trade School	Major/Area of Study	Total Units Sem. Qtr.	Degree	Dates Attended

Name of High School _____ Graduate ☐ Yes ☐ No ☐ GED

Name of Training/Certificated Program	Area of Study/Certificate	Dates Attended

SOFTWARE PROGRAM PROFICIENCY

Name of Software Programs	Used for the Following Tasks

A post-offer pre-employment medical examination may be required. Also, if employed, you will be fingerprinted. A record of conviction may not disqualify you from employment, but failure to disclose felony convictions, may result in dismissal.

REQUIRED APPLICANT STATEMENT

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I authorize all employers and institutions to release information concerning my employment or education to Sierra Sands Unified School District. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. Sierra Sands Unified School District reserves the right to disregard any application, which is not fully complete and signed by the applicant.

Signature of Applicant _____ Date _____

Sierra Sands Unified School District is an equal opportunity employer that prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical condition, nationality, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

<small>Title IX Coordinator Bryan Auld, Assistant Superintendent of Human Resources Sierra Sands Unified School District 113 W. Felspar Ave., Ridgecrest, CA 93555 Email: bauld@ssusd.org Phone: (760) 499-1620</small>	<small>District Section 504 Coordinator Kevin Wythe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: kwythe@ssusd.org Phone: (760) 499-1700</small>	<small>ADA/Title II Coordinator Kevin Wythe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: kwythe@ssusd.org Phone: (760) 499-1700</small>
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Equal Opportunity Employer