



FONTANA UNIFIED SCHOOL DISTRICT

9680 Citrus Avenue • P. O. Box 5090 • Fontana, CA 92334-5090

(909) 357-5000 ext. 7060

JOB LINE OPTION "2"

www.fusd.net

For Office Use Only

APPLICATION FOR CLASSIFIED MANAGEMENT

INSTRUCTIONS: Resumes are encouraged; however, screening for this position will be based solely on the information you include on this application. Therefore, **please read the Job Vacancy Posting to make sure you meet the qualifications for the job.** Complete all four pages of this application. **PRINT IN BLACK OR BLUE INK OR TYPE. DO NOT USE PENCIL.** All statements are subject to verification. **An incomplete application may disqualify you.** You may be disqualified or terminated after employment for any false statement(s). If you need additional space, use the "Comments" section on page 2.

NAME OF POSITION FOR WHICH YOU ARE APPLYING: _____ BULLETIN # _____

I D E N T I F I C A T I O N	LAST NAME	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY #
	STREET ADDRESS			HOME PHONE () () ()
	CITY, STATE, ZIP			WORK PHONE () () ()
	ARE YOU ELIGIBLE FOR WORK IN THE UNITED STATES? Yes <input type="checkbox"/> No <input type="checkbox"/>	EMAIL ADDRESS		ALTERNATE CONTACT # () () ()
	DRIVER'S LICENSE NUMBER	STATE	CLASS	EXPIRES
	ARE YOU RELATED BY BLOOD OR MARRIAGE TO ANY PERSON PRESENTLY EMPLOYED BY OR AFFILIATED WITH OUR DISTRICT IN ANY CAPACITY? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	IF YES, NAME /POSITION		NAME /POSITION	
ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION?: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>IF YOU REQUIRE ACCOMMODATION FOR TESTING/INTERVIEWS PLEASE NOTIFY THIS OFFICE PRIOR TO TESTING AND/OR INTERVIEWING.</i>				

E D U C A T I O N	Do you possess a high school diploma or equivalent? Yes <input type="checkbox"/> No <input type="checkbox"/>							
	If yes, please list name of school that issued the diploma or equivalent:							
	COLLEGE OR UNIVERSITY	From MM/YY	To MM/YY	# of Units Completed	Semester (v)	Quarter (v)	Major	Degree
VOCATIONAL, TECHNICAL OR OTHER TRAINING								
School	Location	Subject			Degree/Certificate			
List professional organizations to which you currently belong as they relate to this position:								

S K I L L S	BELOW, LIST ALL THE SKILLS YOU POSSESS WHICH QUALIFY YOU FOR THIS POSITION			
	Typing <input type="checkbox"/>	Dictation <input type="checkbox"/>	Bilingual Yes <input type="checkbox"/> No <input type="checkbox"/>	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
	WPM: _____	WPM: _____	Language:	Special equipment expertise:
	Certificates or special licenses:			
Specialized word processing or computer related skills:		Other:		

The law prohibits discrimination because of race, color, national origin, religion, sex, age, disability, marital status, or political affiliation.

THE FONTANA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

R E F E R E N C E S	Please list three employment related references who are willing to provide the Fontana Unified School District with information concerning your character, training and experience.				
	Name	Address	City	State/Zip	Telephone

C O N V I C T I O N R E C O R D	IMPORTANT! PLEASE READ.																		
	Before answering these questions, please note that if you are employed, you will be fingerprinted and your fingerprints will be sent to the State Bureau of Criminal Identification and Investigation for verification of the information you give us. A criminal record <u>does not</u> automatically disqualify you for employment except certain drug and sex convictions as set forth in the Education Code. <u>However, failure to list all convictions as described below will subject you to immediate termination from employment.</u>																		
	Please Answer All 3 Questions																		
	<p>1. Have you ever been convicted of a felony or a misdemeanor? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. Include convictions for any "Driving Under the Influence" offense; convictions later dismissed following probation; convictions for sex and/or narcotics offenses referred to in Education Code 44011 even if such convictions were later expunged from your record pursuant to Penal Code Section 1203.4, or conviction of a violent or serious felony referred to in Education Code 45122.1 pursuant to Penal Code sections 667.5 and 1192.7. Do not include any misdemeanor marijuana conviction more than two years old or any other conviction that was expunged or sealed by the Court under Penal Code Section 1203.45.</p> <p><input type="checkbox"/> Yes If Yes: <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor</p> <p><input type="checkbox"/> No</p> <p>2. Do you <u>currently</u> have <u>any</u> of the offenses described above pending against you, but which have not yet been settled in a court of law?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Are you currently under investigation for alleged criminal acts above or work related misconduct?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																		
If you answered yes to any of these questions, complete the section below. Continue in the "Comments" section below, or on a separate piece of paper, if necessary.																			
<table border="1"> <thead> <tr> <th>Charges</th> <th>Sentence/Fine/Disposition</th> <th>Date</th> <th>State</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Charges	Sentence/Fine/Disposition	Date	State												
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Have you resided in California for at least one year immediately preceding this application? Yes No

If no, please print previous State: _____ Country: _____

C O M M E N T S	Use this space to continue any item contained elsewhere in this application to provide the District with any additional information which you believe is relevant to your application.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY. IF SELECTED FOR EMPLOYMENT, THEY CONSTITUTE THE EMPLOYMENT CONDITIONS UNDER WHICH YOU WILL BE EMPLOYED BY THE FONTANA UNIFIED SCHOOL DISTRICT:

1. I understand that the following conditions must be met before my employment with the Fontana Unified School District is finalized.
 - a) I will be required to take and pass general knowledge and specialized knowledge examinations pursuant to the position for which I am applying.
 - b) I will be required to take a test or show that I am free of tuberculosis.
 - c) I must be fingerprinted. (Prints are submitted to the State of California and/or FBI for record clearance.)
 - d) I must sign a loyalty oath.
 - e) I will be required to prove that I am eligible for employment in the United States.
 - f) The Board of Education, as the employer, must take action at a public meeting, officially approving my employment.
2. I authorize the persons, schools, current employer, and other organizations or employers named in this application to provide the Fontana Unified School District with any relevant information which may be required to arrive at an employment decision. I further authorize the Fontana Unified School District to acquire reports from the Department of Motor Vehicles and/or other State or Federal agencies if such information is relevant to the requirements of the position for which I am applying.

Additionally, I understand and agree that:

- a) Any misrepresentation or omission of any fact in my application may be justification for refusal to employ me, or if employed, may result in my termination from the Fontana Unified School District.
 - b) Although the Fontana Unified School District makes every effort to accommodate individual preferences, District needs may at times make the following conditions mandatory: overtime, a rotating work schedule, shift work or a work schedule other than Monday through Friday. If hired, I understand and accept these as conditions of my continuing employment.
 - c) **This application will only be used for the Bulletin # specified on the front of the application. I understand that I must submit a separate application for each job vacancy posting for which I am interested.**
3. I certify under penalty of perjury that the information contained herein or in any other of my pre-employment documents are true and correct to the best of my knowledge and belief and are subject to verification by the Fontana Unified School District before, during and after my employment with the District.

DATE _____

SIGNATURE _____

FOR OFFICE USE ONLY

FONTANA UNIFIED SCHOOL DISTRICT

Human Resources
Fontana, California

AFFIRMATIVE ACTION DATA

In order for us to compile accurate data for our Affirmative Action Program, we would appreciate your cooperation in providing the following information. This information will be treated confidentially and will be used for statistical purposes only.

_____ Male

_____ Female

1. _____ Native American

E. _____ Cambodian

4. _____ Filipino

F. _____ Laotian

5. _____ Hispanic

G. _____ Asian Indian

6. _____ Black

H. _____ Other Asian

7. _____ White

M. _____ Hawaiian

A. _____ Korean

N. _____ Samoan

B. _____ Japanese

O. _____ Guamanian

C. _____ Chinese

P. _____ Tahitian

D. _____ Vietnamese

Q. _____ Other Pacific Isle