



# BELLFLOWER UNIFIED SCHOOL DISTRICT

## Personnel Commission

16703 South Clark Avenue, Bellflower, CA 90706

562-866-9011

### CLASSIFIED EMPLOYMENT APPLICATION

Please type or print in ink. You must answer all questions. Please attach additional sheets if necessary.

|                               |             |
|-------------------------------|-------------|
| <b>POSITION APPLYING FOR:</b> | <b>DATE</b> |
|-------------------------------|-------------|

#### APPLICANT INFORMATION

|  |            |                              |                             |   |   |
|--|------------|------------------------------|-----------------------------|---|---|
| Last Name  |            | First                        |                             | Middle  |   |
| Street Address   |            |                              |                             |   | Apartment/Unit #                              |
| City   | State      | Zip                          | E-mail address              |   |   |
| Home Phone   | Cell Phone |                              | Business Phone              |   |   |
| Are you currently employed by the Bellflower Unified School District?  |            | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, what is your current job title?                                     |   |
| Have you ever been employed by the Bellflower Unified School District?   |            | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, when?   | Positions held                                |
| Do your references past employers or schools know you by any other name?   |            | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, please list first and last name(s) under which you have been known. |   |
| Do you have any relatives employed by the Bellflower School District?  |            | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, list their names and relationship to you                            |   |
| Do you have a valid California driver's license? (If applicable to position for which you are applying.) <input type="checkbox"/> YES <input type="checkbox"/> NO          |            |                              |                             |   |   |
| Are you interested in working <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Substitute <input type="checkbox"/> Temporary |            |                              |                             |   | What foreign languages do you speak fluently? |

#### EDUCATION

|  |  |                              |                             |                                      |   |    |    |    |   |  |  |
|--|--|------------------------------|-----------------------------|--------------------------------------|---|----|----|----|---|--|--|
| Circle the highest grade level completed |  | 6                            | 7                           | 8                                    | 9 | 10 | 11 | 12 | Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> GED |  |  |
| Name of High School                      |  |                              |                             |                                      |   |    |    |    | City and State  |  |  |
| Have you attended College?               |  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, what college did you attend? |   |    |    |    |   |  |  |
| City and State                           |  |                              |                             |                                      |   |    |    |    | Dates you attended  |  |  |
| Do you have a College Degree?            |  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Type of Degree                       |   |    |    |    | Date  |  |  |

#### SKILLS/TRAINING

|   |  |
|---|--|
| List any job-related organizations or memberships, training, apprenticeships, or skills. Give locations and dates, if applicable. |  |
|   |  |
|   |  |
|   |  |
|   |  |

List your employment experience beginning with your current employer. Please attach additional sheets, if necessary. Resumes will not be accepted in lieu of the required district application. Referencing resumes, as opposed to filling out the information as required on the application, will be considered as failure to complete the district application and your application will be disqualified. Previous employer may be contacted to verify information.

| <b>PREVIOUS EMPLOYMENT</b>   |    |                           |      |
|--|----|---------------------------|------|
| Employer   |    | Supervisors' name & title |      |
| Address  |    | Phone                     |      |
| Job Title  |    | Ending Salary \$          |      |
| Responsibilities   |    |                           |      |
| From   | To | Reason for Leaving        |      |
| Employer   |    | Supervisors' name & title |      |
| Address  |    | Phone                     |      |
| Job Title  |    | Ending Salary \$          |      |
| Responsibilities   |    |                           |      |
| From   | To | Reason for Leaving        |      |
| Employer   |    | Supervisors' name & title |      |
| Address  |    | Phone                     |      |
| Job Title  |    | Ending Salary \$          |      |
| Responsibilities   |    |                           |      |
| From   | To | Reason for Leaving        |      |
| Employer   |    | Supervisors' name & title |      |
| Address  |    | Phone                     |      |
| Job Title  |    | Ending Salary \$          |      |
| Responsibilities   |    |                           |      |
| From   | To | Reason for Leaving        |      |
| <b>MILITARY SERVICE</b>  |    |                           |      |
| Military Veterans' credit. In order to obtain credit you must provide proof of qualifying military service at time of application.   |    |                           |      |
| <b>ACCOMODATION</b>  |    |                           |      |
| Do you have any physical limitations that would prohibit you from performing job-related duties? <input type="checkbox"/> YES <input type="checkbox"/> NO  |    |                           |      |
| If yes, please explain   |    |                           |      |
| You are required to attach an explanation to your application for any accommodations you may need for examinations.  |    |                           |      |
| <b>REFERENCES</b>  |    |                           |      |
| List the names, addresses, and phone numbers of three references <b>not</b> related to you.  |    |                           |      |
| 1  |    |                           |      |
| 2  |    |                           |      |
| 3  |    |                           |      |
| <b>DISCLAIMER AND SIGNATURE</b>  |    |                           |      |
| I hereby certify that all the information I have given on my application is true. I understand that failure to provide all information and complete the application form(s) in its entirety and falsifying or giving misleading information on my application or any other district forms will result in my disqualification or dismissal. I also understand that the District will verify all information on the application. |    |                           |      |
| Signature  |    |                           | Date |

The Bellflower Unified School District does not illegally discriminate on the basis of ethnic group, identification, religion, age, actual or perceived sex, color, sexual orientation, gender, race, ancestry, national origin, mental or physical disability, or any other reason prohibited by State and Federal Discrimination Statues in any program or activity conducted by the District. Students/parents who have questions or concerns about the policy can contact the Assistant Superintendent of Instructional Personnel and Programs at 562-866-9011, extension 2010.