

APPLICATION FOR EMPLOYMENT - SUBSTITUTE/TEMPORARY EMPLOYMENT (Classified)

Return to: Human Resources, 1300 17th St. City Centre, Bakersfield, CA 93301-4533
An Equal Opportunity Employer

Please Print

Date _____ Last Name _____ First Name _____ Middle _____
Mailing Address _____ City _____ State _____ Zip _____
() ()
Home Phone _____ Cell Phone _____

Employment Desired

Position applying for: _____
Are you applying for:
Substitute work (on call)? Yes No
Temporary work/Special Project Assignments? Yes No
What days and hours are you available for work? _____
If applying for temporary work, during what period of time will you be available?
From: _____ To: _____

Personal Information

Do you have any relatives working for the Kern County Superintendent of Schools? Yes No
If yes, state name(s) and relationship:

Are you bilingual? Yes No
If yes, specify language(s) spoken: _____
Are you over the age of 18? Yes No
If no, hire is subject to verification.
Are you legally eligible to work in the United States? Yes No
Have you been previously employed with the Office of the Kern County Superintendent of Schools? Yes No
If yes, from _____ to _____
If you have ever worked under a different name, please state name: _____

Each prospective employee must undergo a background clearance through the Department of Justice prior to employment. Fingerprint clearance is pursuant to Education Code section 45125(a) as amended by AB 1610, Stats 1997.

For each question answered "yes," a completed Criminal Records Response form must be attached.

Have you ever been convicted of a misdemeanor? Yes No
Have you ever been convicted of a felony? Yes No
Have you ever entered a plea of No Contest or Guilty to a misdemeanor? Yes No
Have you ever entered a plea of No Contest or Guilty to a felony? Yes No

A conviction will not necessarily disqualify you from employment.

Education

Please indicate education or training which you believe qualifies you for the position you are seeking.
High School: Number of years completed 1 2 3 4
Diploma: Yes No G.E.D.: Yes No High School Proficiency Exam: Yes No
School _____ City/State _____
College and/or Vocational School: Number of years completed 1 2 3 4
School(s) _____ City/State _____
Major _____ Degrees Earned _____

Employment History

Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary.

Company Name _____ Employment Dates: From _____ to _____

Position _____ Supervisor's Name _____

Address _____ Phone _____

Describe your duties: _____

Reason for leaving and explanation: _____

Company Name _____ Employment Dates: From _____ to _____

Position _____ Supervisor's Name _____

Address _____ Phone _____

Describe your duties: _____

Reason for leaving and explanation: _____

Company Name _____ Employment Dates: From _____ to _____

Position _____ Supervisor's Name _____

Address _____ Phone _____

Describe your duties: _____

Reason for leaving and explanation: _____

Please provide any other information that you feel will help us in considering your application for employment.

References

Please list two persons, who are not related to you, who can provide professional references.

Name _____ Address _____ Phone Number _____ Relationship/Occupation _____ Years Known _____

I hereby certify that all statements made in this application are true. I authorize the Office of Christine Lizardi Frazier, Kern County Superintendent of Schools to investigate my references, work record, education, and other matters related to my suitability for employment. I also authorize the references and my prior employers to disclose to the Office of Christine Lizardi Frazier, Kern County Superintendent of Schools any and all letters, reports, and other information related to my professional and personal background, without giving me prior notice to such disclosure. I agree and understand that any misstatement of material facts herein will cause (a) rejection of my application and (b) forfeiture on my part to any employment or payment as an employee in the service of the Office of Christine Lizardi Frazier, Kern County Superintendent of Schools. I further agree to be fingerprinted, to submit to a complete medical examination, and upon employment, to furnish such proof of age and citizenship as may be directed.

Signature of Applicant (Mandatory)

Date

Company Use only:

Interviewed by: _____ Date: _____ Recommend for hire: Yes No

Routed to HR by: _____ Date: _____ HR Review: _____ Date: _____

Applicant contacted by: _____ Date: _____ Disposition: _____