

**EMPLOYMENT APPLICATION
CLASSIFIED**

Ducor Union Elementary School District

POSITION DESIRED

APPLICATION REQUIREMENTS

A complete application must include:

- Application Form
- Letter of Interest
- Three Letters of Reference
- Resume

See back page for application guidelines

PERSONAL INFORMATION

Name _____ Social Security # _____

Address _____ (optional)

City _____ State _____ Zip _____

Home Phone # (_____) _____ Work Phone # (_____) _____

Fax # (_____) _____ E-mail Address _____ Cellular # (_____) _____

Have you ever worked for a county office of education or a school district? yes no
If YES, when, where and in what capacity _____

Reason for Leaving _____

Are you related to any board member or employee of this organization? yes no
If YES, list the name and relationship to you _____

RECORD OF PROFESSIONAL EXPERIENCE

Are you currently under contract with any other district/county office? yes no
If YES, give name of district/county office and date of contract expiration _____

Have you been dismissed or asked to resign from any position? yes no If YES, provide letter of explanation.

List all paid experience in chronological order, most recent first. Please account for all gaps in employment.

(1) Employer _____ Position Held: _____

Address _____

Please check type of school: Public Private Vocational Community School Other

Type of position: Full-time Part-time

Number of years employed as: Substitute _____ Intern _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? yes no Work phone # (_____) _____ Other phone # (_____) _____

Reason for leaving position _____

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

List highest attainment first

(1) Name of College or University _____

Address _____

Field of Study: Major _____ Minor _____

Degree Awarded _____

(2) Name of College or University _____

Address _____

Field of Study: Major _____ Minor _____

Degree Awarded _____

(3) Name of College or University _____

Address _____

Field of Study: Major _____ Minor _____

Degree Awarded _____

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

(If this position does not require bilingual skills, this question is optional.)

(1) _____

Read Speak Write Fluent Some

(2) _____

Read Speak Write Fluent Some

APPLICATION GUIDELINES

Thank you for your interest in employment with Ducor Union Elementary School District. Please keep in mind the following important suggestions as you prepare your application:

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name, position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. Human Resources CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of Ducor Union Elementary School District. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.
- (8) Faxed applications will be accepted if received before the deadline, however, the original must follow by mail.