

BLACK BUTTE ELEMENTARY SCHOOL DISTRICT

7752 Ponderosa Way
Shingletown, Ca 96088
Tel: 530-474-3441
Fax: 530-474-1361



EMPLOYMENT APPLICATION CLASSIFIED

POSITION DESIRED: _____

APPLICATION REQUIREMENTS

1. BBUESD Application
2. Cover Letter
3. Resume
4. Three Signed Letters of Recommendation
5. First Aid/CPR (for applicable positions)
6. High School Diploma or equivalent (all applicants)
7. Proof of one of the following (Instructional Aides Only):
 - Passed 48 units of college coursework
 - AA degree
 - Passed CBEST
 - Passed NCLB compliant Paraprofessional test

PERSONAL INFORMATION

First Name _____ Last Name _____ MI _____ S.S. # _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home Phone (____) _____ Work Phone (____) _____ Other Phone (____) _____

Fax (____) _____ Email Address _____

Are you related to any employee of this organization? _____

If YES, list name and relationship to you _____

Have you lived outside of the State of California in the last 5 year? _____ If Yes which state? _____

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

Name of High School _____

Graduated: ☐ Yes ☐ No Highest Grade Completed: _____ Passed GED? ☐

List highest attainment first

1) Name of college/university _____

Field of Study: Major _____

Units: Sem: _____ Dates Attended: From: _____ To: _____ Degree Awarded _____

2) Name of college/university _____

Field of Study: Major _____

Units: Sem: _____ Dates Attended: From: _____ To: _____ Degree Awarded _____

3) Name of college/university _____

Field of Study: Major _____

Units: Sem: _____ Dates Attended: From: _____ To: _____ Degree Awarded _____

List languages, other than English, that you are familiar with: (If position does not require bilingual skills, this question is optional.)

(1) _____ (2) _____

☐ Read ☐ Speak ☐ Write ☐ Fluent ☐ Some

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RECORD OF WORK EXPERIENCE

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

- 1) Employer _____
Address _____
Title _____ Duties _____
Inclusive Dates: From _____ To _____ Hours/Week _____
Annual Salary/Hourly Rate _____
Name and Title of Immediate Supervisor _____
Phone (____) _____ Reason for leaving position _____
- 2) Employer _____
Address _____
Title _____ Duties _____
Inclusive Dates: From _____ To _____ Hours/Week _____
Annual Salary/Hourly Rate _____
Name and Title of Immediate Supervisor _____
Phone (____) _____ Reason for leaving position _____
- 3) Employer _____
Address _____
Title _____ Duties _____
Inclusive Dates: From _____ To _____ Hours/Week _____
Annual Salary/Hourly Rate _____
Name and Title of Immediate Supervisor _____
Phone (____) _____ Reason for leaving position _____

SUPPLEMENTARY QUESTIONS

Typing Speed (WPM) _____

What type of computer system are you most familiar with? (Macintosh or PC) _____

List Word Processing Software in which you are proficient _____

List Accounting/Spreadsheet Software in which you are proficient _____

List other computer software you have used _____

List the office machines you can operate _____

List any special licenses or certifications you hold _____

PROFESSIONAL REFERENCES

- 1) Name _____
Organization _____
Phone (____) _____
Title _____
Email _____
- 2) Name _____
Organization _____
Phone (____) _____
Title _____
Email _____
- 3) Name _____
Organization _____
Phone (____) _____
Title _____
Email _____

PERSONAL REFERENCES

- 1) Name _____
Phone (____) _____
Relationship _____
Email _____
- 2) Name _____
Phone (____) _____
Relationship _____
Email _____
- 3) Name _____
Phone (____) _____
Relationship _____
Email _____

LEGAL INFORMATION

The following information is REQUIRED for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies. EXPLAIN ALL "YES" ANSWERS ON THE LINE BELOW THE QUESTION.

- 1) Have you ever been convicted of a felony or a misdemeanor or do you currently have a felony or misdemeanor offence pending? [Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury.]

☐ No ☐ Yes Explain: _____

If "Yes," list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and drug offenses listed in California Education Code Sections 44010 and 44011 (even if such conviction was later expunged from your record pursuant to Penal Code 1203.4). Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 192.7 (c):

- 2) Have you ever been dismissed or asked to resign from any position?

☐ No ☐ Yes If "Yes," a letter of explanation MUST accompany this application.

- 3) My submission of this application authorizes Black Butte Union Elementary School District to conduct a background investigation and authorize release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release Black Butte Union Elementary School District and reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for any discharge should I become employed with Black Butte Union Elementary School District.

Black Butte Union Elementary School District does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, gender identity or expression, mental or physical disability, sex orientation, genetic information; or association with a person or groups with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance or regulation, in its education program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program(s) for which this application has been made.

- 4) Will you need any reasonable accommodation to participate in the hiring process?

☐ Yes ☐ No

If so, what accommodations will be needed? _____

Signature of Applicant: _____ Date: _____

PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO:

Black Butte Union Elementary School District
Human Resource Department
7752 Ponderosa Way • Shingletown, CA 96088
(530) 474-3441
www.blackbuteschool.org
Equal Opportunity Employer

FOR OFFICE USE ONLY:

- ☐ Holds Appropriate Certificates
☐ Meets Job Requirements
☐ Not Qualified

Verified By: _____