

WILLITS UNIFIED SCHOOL DISTRICT  
1277 Blosser Lane WILLITS, CA 95490  
(707) 459-5314 (707) 459-7862

Classified Employee Application

**Type or Print only**

Date \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Message phone \_\_\_\_\_

Position applied for \_\_\_\_\_

What days and hours are you available to work? \_\_\_\_\_

Would you accept employment on a substitute (on-call, as needed) basis? Yes \_\_\_\_\_ No \_\_\_\_\_

Email address \_\_\_\_\_

**NOTICE**

**In compliance with A.B. 1610, prior to starting employment with the Willits Unified School District, you must submit a completed livescan form for fingerprinting to the personnel office. Until your background check has been completed, and you have received a clearance from the DOJ, you may not begin work. You must also have a current T.B. test. You have a 30-day grace period from your first day of employment to obtain the T.B. test and to bring the results into the personnel office. It is the responsibility of the employee to pay all costs involved for both the fingerprinting and T.B. test.**

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please give year of offense and outcome: \_\_\_\_\_

Applicants will not necessarily be denied employment solely on the grounds of conviction of a criminal offense unless, per A.B. 1610, the offense is a violent or serious felony as specified in sections 667.5 and 1192.7 of the California State Penal Code. In cases of prior offenses not included in Penal Code Sections 667.5 and 1192.7, the nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) for which you have applied may, however, be considered.

**EDUCATION- Minimum requirements for Instructional Assistant positions are AA or passing grade on the WUSD Instructional Assistant Test**

Name of School      Graduate (yes/no)      Degree/Certificate Rec'd

High School \_\_\_\_\_

Jr. College \_\_\_\_\_

College/University \_\_\_\_\_

Other \_\_\_\_\_

Have you passed the WUSD Instructional Assistant Test? \_\_\_\_\_

What language(s) do you speak, write or understand? \_\_\_\_\_

Do you have any other experience, training, qualification or skills which you feel make you especially suited for work in the Willits Unified School District? If so, please explain \_\_\_\_\_

**EMPLOYMENT HISTORY** (starting with most recent position). If you need additional space, attach a separate piece of paper.

Name of Employer: \_\_\_\_\_ Employer's Address and Phone Number: \_\_\_\_\_

Employed (from/to month/year) : \_\_\_\_\_ Title/Description of Duties: \_\_\_\_\_ Salary/Reasons for leaving \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer's Address and Phone Number: \_\_\_\_\_

Employed (from/to month/year) :	Title/Description of Duties:	Salary/Reasons for leaving
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Name of Employer:	Employer's Address and Phone Number:	
Employed (from/to month/year) :	Title/Description of Duties:	Salary/Reasons for leaving

**REFERENCES**

List below three persons, not related to you, who have knowledge of your work performance within the last three years.

Name: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Occupation: \_\_\_\_\_ No. of years acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Occupation: \_\_\_\_\_ No. of years acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Occupation: \_\_\_\_\_ No. of years acquainted: \_\_\_\_\_

I certify that the facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application may result in my immediate dismissal.

I hereby authorize all previous employers and listed references to give any and all information regarding my employment, plus any other information from personal knowledge or records. I release from all liability, persons and organizations reporting information required by this application.

I understand only selected applicants will be notified of interview dates and the final job status and that my application will be kept on file for one year only.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date