

SELIGMAN UNIFIED SCHOOL DISTRICT NO. 40

**Application for  
CLASSIFIED EMPLOYMENT**

**THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT**

**Classified CONTRACT POSITIONS are for one year only. The contract employee has no reasonable expectation of continued employment beyond the term of the written contract. The employment of any NON-CONTRACT employee is on an “at-will” basis, meaning that the employment relationship may be terminated at any time by either the employee, or the district, for any reason not prohibited by law. Any oral or written representation to the contrary is not authorized, is not binding on the district and should not be relied upon by any prospective employee.**

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<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Social Security</b>
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<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Home Phone</b>	<b>Cell Phone</b>	<b>Message Phone</b>	<b>Date of Application</b>
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**Position(s) Desired:**                       **Full Time**     **Part Time**     **Temporary**

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

**When would you be available:** \_\_\_\_\_

**Submission of Resume recommended, not required.  
This application must be completed in full regardless whether resume is attached.  
Applications will be retained for two years.**

**DRUG FREE WORKPLACE**

Seligman Unified School District maintains a drug-free workplace and reserves the right to test employees for use of alcohol or drugs whenever reasonable suspicion exists that the employee has violated the drug-free workplace policy. In addition, bus drivers and other employees required to have a Commercial Driver’s License shall be tested as part of the initial and annual physical examination, required for certification by state law. In compliance with federal law, bus drivers and other employees required to have a Commercial Driver’s license shall also be tested upon application, post-accident and at random.

**AN EQUAL OPPORTUNITY ORGANIZATION**

The district does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap/disability or national origin.

**REASONABLE ACCOMODATION:** Any applicant with a disability who needs reasonable accommodation in any step of the application process should notify a representative in the Office

**PERSONAL DATA (Please type or print)**

1. Name \_\_\_\_\_ Social Security No. \_\_\_\_\_
2. Other names used \_\_\_\_\_ Dates Used \_\_\_\_\_
3. Previous Mailing Address \_\_\_\_\_
4. Do you have a driver's license?  No  Yes License No. \_\_\_\_\_  
State issued in \_\_\_\_\_
5. Do you have a Commercial Driver's license?  No  Yes License No. \_\_\_\_\_
6. Do you previously have work authorization that will allow you begin working at Seligman Unified School District immediately?  No  Yes

**WORK EXPERIENCE**

**Present Position:**

Title: \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Business \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
Salary \_\_\_\_\_ Date you would be available \_\_\_\_\_  
Reason for leaving present employment \_\_\_\_\_  
Name of immediate supervisor \_\_\_\_\_  
Phone \_\_\_\_\_ Title \_\_\_\_\_

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List in consecutive order, beginning with the most recent, your previous employment experience.

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Dates	Position	Location	Supervisor Name/Title	Phone No.
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To:  
From:  
Reason for Leaving:

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To:  
From:  
Reason for Leaving:

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To:  
From:  
Reason for Leaving

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To:  
From:  
Reason for Leaving

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**JOB SKILLS AND EXPERIENCE**

- |                                    |                                     |                                            |
|------------------------------------|-------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Typing    | <input type="checkbox"/> Computer   | <input type="checkbox"/> Copy Machine      |
| <input type="checkbox"/> Fax       | <input type="checkbox"/> Accounting | <input type="checkbox"/> Pool Maintenance  |
| <input type="checkbox"/> Plumbing  | <input type="checkbox"/> Electrical | <input type="checkbox"/> Carpentry         |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Masonry    | <input type="checkbox"/> Auto/Truck repair |
| <input type="checkbox"/> Tractor   | <input type="checkbox"/> Loader     | <input type="checkbox"/> Power Mower       |

List other skills that you feel would be beneficial to the District:

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**REFERENCES**

List the names of persons who are familiar with you character, work, personality and work habits.

Name	Official Position	Business Phone	Home Phone

**BACKGROUND CHECK**

In addition to the above information a thorough background check will be completed if you are considered for employment. See attached Background Check form that must be completed.

I certify that all statements made on this application are true, complete and current. I authorize investigation of all statements on the application form and materials provided as part of my application for this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date