

# Application for Employment

## Grenada Elementary School District

PO Box 10, 516 Shasta Blvd., Grenada, CA 96038

Phone: (530) 436-2233 Fax: (530) 436-2235

Application packet must include all of the following:

Formal application, cover letter, resume, and three letters of recommendation.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Do you possess a valid California Driver's Licence? Yes/No

What type of work will you accept: Permanent: \_\_\_\_\_ Temporary: \_\_\_\_\_ Substitute: \_\_\_\_\_

Full-Time: \_\_\_\_\_ Part-time: \_\_\_\_\_

**Education:** Indicate the highest grade completed: 8 9 10 11 12 13 14 15 16

High School Graduate: \_\_\_\_\_ College Degree: \_\_\_\_\_

**Record of College/ University/ Vocational School Experience:**

Institution	From/To	Major/Subject	Degree/Certificate Earned

**Other state licenses or certificates (Please explain):**


**Record of work history:** Please list all experience for the past ten (10) years. Start with the most recent employment.

Position Held	From/To	District/Company	Salary	Reason for leaving

**Professional References:** Provide names, title, and current phone number of three people who have supervised you.

Name	Title	Phone/Contact

Please answer the following by placing an "X" in the appropriate box following each question. Provide additional information if requested.

1. Were you ever discharged or forced to resign from any previous position?

Yes \_\_\_ No \_\_\_ If yes, please explain.


2. Have you ever been convicted of anything other than a minor traffic violation?

Yes \_\_\_ No \_\_\_ If yes, please explain.


**Certificate of applicant: Please read carefully before signing.**

I hereby certify that all statements made in this application are true and complete to the best of my knowledge, and authorize investigation of all statements herein recorded. I understand that any false statements or omissions of material facts may subject me to disqualification or dismissal if employed. As an applicant for a position with the Grenada Elementary School District, I am required to furnish information and references for use in determining my qualifications. I understand that the District will conduct an investigation of my work and/or personal history and that it will verify all data given in my application for employment, related papers, and/or oral interviews. I further understand that any and all of the references which I have provided to the District, either in writing or otherwise, may be contacted. By signing this release form, I hereby authorize such investigation. In addition, I authorize any previous employer and/or any other reference to release and fully disclose to any agent of the District any information that such person may have concerning me including information of a confidential or privileged nature, whether or not it is in their records. I hereby release the District, previous employers and/or references from any liability or damage which may result from furnishing the information requested. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain my original signature.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Grenada Elementary School District is an Equal Opportunity Employer.