

Terra Bella...  
"a safe place to  
learn and grow"

# EMPLOYMENT APPLICATION

**CLASSIFIED**

**TERRA BELLA UNION ELEMENTARY SCHOOL DISTRICT**  
**Frank H. Betry, Superintendent**

**POSITION DESIRED** \_\_\_\_\_

## APPLICATION REQUIREMENTS

- TBUESD Application Form and Resume
- Formal Letter of Interest
- Three Letters of Reference/Recommendation
- Other Information Specified on Job Announcement
- TB Skin Test Clearance
- Official High School Diploma/GED
- NCLB Verification(Transcript/Degree(s)/Exam)  
(Ex: AA Degree/BA Degree/CODESP Exam)

*See back page for application guidelines*

## PERSONAL INFORMATION

Name \_\_\_\_\_

Home & Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_ Cellular # (\_\_\_\_\_) \_\_\_\_\_

Have you ever worked for a county office of education?  yes  no  
Have you ever worked for 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 name and relationship to you \_\_\_\_\_

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

How many jobs have you held in the past ten (10) years? \_\_\_\_\_

Do you hold a valid California Driver's License?  yes  no License# \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_

## EMPLOYMENT RECORD

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

(1) Employer \_\_\_\_\_

Address \_\_\_\_\_ Position Title \_\_\_\_\_

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 \_\_\_\_\_

(Continued)

(2) Employer \_\_\_\_\_  
Address \_\_\_\_\_ Position Title \_\_\_\_\_  
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 \_\_\_\_\_

(3) Employer \_\_\_\_\_  
Address \_\_\_\_\_ Position Title \_\_\_\_\_  
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 \_\_\_\_\_

### EMPLOYMENT/PROFESSIONAL REFERENCES

(1) Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates: To \_\_\_\_\_ From \_\_\_\_\_  
(2) Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates: To \_\_\_\_\_ From \_\_\_\_\_  
(3) Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates: To \_\_\_\_\_ From \_\_\_\_\_

### EDUCATION and TRAINING

Check the appropriate box, if you **possess** one of the following (**MUST Bring Original for Verification**):

High School Diploma  GED Certificate  High School Proficiency Certificate

Give highest grade or educational level achieved \_\_\_\_\_

(1) Name of College or University \_\_\_\_\_  
Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

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(2) Name of College or University \_\_\_\_\_

Address \_\_\_\_\_

Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

List any other business, trade or special training that relates to the position (give location and dates)

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### EMPLOYMENT SKILLS

Typing (WPM) (if applicable) \_\_\_\_\_ 10-Key by Touch(strokes per minute) \_\_\_\_\_

Shorthand (WPM) (if applicable) \_\_\_\_\_ Speedwriting (wpm) (if applicable) \_\_\_\_\_

What type of computer system are you most familiar with?  IBM  Macintosh

List Word Processing Software in which you are proficient.

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List Accounting/Spreadsheet Software in which you are proficient.

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List other computer software you have used.

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Check the box(es) of the office machines that you can operate.

Computer  Machine Transcription  FAX  Copy Machine  Ten Key  Other

Other \_\_\_\_\_

Please list any special licenses or certifications you hold \_\_\_\_\_

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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

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### APPLICATION GUIDELINES

Thank you for your interest in employment with Terra Bella 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 Terra Bella 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) No fax applications will be accepted.

### REQUIRED APPLICANT STATEMENT

- (1) Have you ever been convicted of a felony or a misdemeanor?*(The existence of a criminal record does not bar you from employment. However, failure to disclose is cause for disqualification or dismissal.)*  Yes  No  
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. If YES, a letter of explanation must accompany your application.
- (2) Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No
- (3) Do you object to the contacting of references other than those provided?  Yes  No
- (4) I have read the job description and can perform the essential functions of the position with or without reasonable accommodation.  Yes  No

*I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Terra Bella Union Elementary School District reserves the right to disregard any application which is not fully complete and signed by the applicant.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO

Terra Bella Union Elementary School District  
Human Resources, Applicant Processing  
9121 Rd. 240  
Terra Bella, CA 93270  
Phone: (559) 535-4451 / Fax: (559) 535-0314

**Equal Opportunity Employer**



# Terra Bella Union School district

## Human Resources

### AUTHORIZATION TO RELEASE INFORMATION

It is the policy of the Terra Bella USD to conduct references checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment.

Your signature below indicates your agreement with and acknowledgment of the following:

As an applicant for an employment position with the Terra Bella USD, I authorize my current and past employers and current and past work associates, including, but not limited to supervisor, colleagues, and subordinates, to release to the Terra Bella USD any reference and employment information in my personnel records or file (e.g. applications for employment, time/vacation records, performance evaluation), academic records (e.g. transcripts certificates, credentials, etc.), and information related to my work and my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, if relevant to the job and reputation among co-workers).

I expressly and without reservation waive my right to review the information collected in the reference checks.

The Terra Bella USD will maintain reference information strictest confidence and solely for the purpose of the recruitment of the position for which I have applied. Information obtained during reference checks will not be provided to anyone outside the selection process.

A photocopy or a fax of this signed Authorization is to be considered valid as an original.

IN EXECUTING THIS AUTHORIZATION I FULLY WAIVE ALL CLAIMS AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, AND FORMER EMPLOYEES, THE TERRA BELLA USD AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, TO THE FULL EXTENT ALLOWED BY LAW, INCLUDING LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTIONS 10950-1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM CONSENTING AN PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION.

I HAVE CAREFULLY READ AND UNDERSTAND ALL OF THE PROVISIONS OF THIS AUTHORIZATION, AND HAVE VOLUNTARILY AND WITHOUT COERCION OR DURESS AGREED TO AND SIGNED THIS AUTHORIZATION WITH CIVIL CODE SECTION 1668 AS INTERPRETED BY THE COURTS. THIS RELEASE DOES NOT RELEASE CLAIMS AGAINST ANYONE BASED ON HIS/HER OWN FRAUD OR WILLFUL INJURY OR VIOLATION OF THE LAW TO THE EXTENT REQUIRED BY APPLICABLE LAW.

\_\_\_\_\_  
Candidate's Full Name (Please Print)

\_\_\_\_\_  
Other Last Names you have used (if any)

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date