



Sonoma Valley Unified School District

## **Classified Employment Information**

### **Special Notes Regarding Employment:**

In compliance with Assembly Bill 1612, the individual offered this position, if not a current District employee, must be fingerprinted and have those fingerprints cleared by the Department of Justice (DOJ) before the individual may commence employment with the District. Actual hire date will be not earlier than the date that fingerprint clearance is received from the DOJ. There is a fee required by the DOJ, payable by the applicant, to process the fingerprints. Benefits: District will pay premiums (prorated for unit members who work less than 8 hours per day) for the unit member dental underwritten by the Delta Dental Service and unit member and family medical underwritten by Kaiser Medical Plan or Pacific Care. Unit members qualify for reimbursement for vision care expenses up to a maximum of \$120 annually (prorated for contracts less than 8 hours per day).

Medical cash option is available to unit members employed more than 3.2 hours per day who are independently covered by a group health plan.

### **Process for Submitting a Complete Application:**

Complete a Classified Employment Application [ Click here to download a classified application in .PDF format! (You'll need to download Adobe ? Acrobat? Reader? if you don't already have it.) Or if your computer supports Microsoft Office Version 97 or higher, you may download the appropriate application by clicking here.] Or you may call the Human Resources Department at (707) 935-4251 to have an application mailed to you.

***Applications will be accepted by U.S. Mail, facsimile transmission, or personal delivery.***

Applications are kept on file for one (1) year for future vacancies

### **A complete application consists of the following:**

- A complete and signed District application form
- A cover letter specific to your qualifications for the position
- A minimum of three letters of recommendation

***Incomplete applications will not be considered***

### **Complete applications should be submitted to:**

Sonoma Valley Unified School District  
Attention: Cyndi Potter, Human Resources Department  
17850 Railroad Avenue, Sonoma, CA 95476

### **Invitations to Interview:**

Applicant packets will be preliminarily evaluated and invitations for interview will be extended to those candidates who appear to be the most qualified for the position on the basis of the written materials presented.

### **Interview process:**

Applicants will participate in an oral interview

References will be confirmed for the Selection Advisory Committee's chosen finalist

**SONOMA VALLEY UNIFIED SCHOOL DISTRICT**

**17850 Railroad Avenue, Sonoma, CA 95476**

Tel. (707) 935-6008 ♦ FAX: (707) 939-2238

**CLASSIFIED APPLICATION**

Applicants are requested to complete this form in its entirety. Please **TYPE** or **PRINT** this form. A computer reproduction of this form including the footers is acceptable. A formal letter of intent and the completed application are required as part of the application process. **IMPORTANT NOTICE: The application package must be received by or faxed to the Sonoma Valley Unified School District no later than 5:00 p.m. of the Deadline Date for Filing an Application as reflected on the position posting.**

Position for which you are applying: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_

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

Office: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Other: \_\_\_\_\_

Are you 18 or over?  Yes  No If no, hire is subject to verification of age.

Are you a member of Public Employees' Retirement System (PERS)?  Yes  No

Do you have a valid Driver's License?  Yes  No License Number: \_\_\_\_\_ State: \_\_\_\_\_

Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have a School Bus Certificate:  Yes  No

Have you been convicted of a felony crime in the past ten years, including any misdemeanors resulting in imprisonment?  Yes  No

If yes, describe in full: \_\_\_\_\_

Note: Conviction will not necessarily disqualify applicant from employment.

Would you work:  Full Time  Part Time  Temporary If part time, how may hours per week? \_\_\_\_\_

**Education Record** (Please list in chronological order)

Institution	Major	Degrees
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

**IMPORTANT!** In order to process your application, we need a least two references with telephone numbers of **persons who have recently supervised your work performance.** You may provide additional references if desired. (Students or persons not previously employed during the past ten years may list personal references.)

Phone Numbers:

_____	Home: _____
_____	Work: _____
_____	Home: _____
_____	Work: _____
_____	Home: _____
_____	Work: _____
_____	Home: _____
_____	Work: _____

**Employment History** (DO NOT LEAVE BLANK. Start with most recent experience. You may attach a résumé or use additional paper as needed.)

Employer's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Position Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per

Employer's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Position Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per

Employer's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Position Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per

Employer's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Position Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per

Please indicate all relevant skills you possess and what equipment you are capable of operating:

I hereby affirm that my answers to the foregoing statements and questions on this application are true and correct, and that I have not knowingly withheld any facts or circumstances that would, if disclosed, affect my application unfavorably. In the event of my appointment to a position with the school district, I will comply with all orders, rules, and regulations while in the employ of the school district. I agree to give two weeks prior notice of resignation, but it is understood that my employment is for no stated term.

I hereby authorize all high education schools that I attended and all previous employers to furnish the school district my record, reason for leaving, and all information they may have concerning me, and I hereby release them and the school district from all liability for any damage whatsoever arising therefrom.

I understand that in the event of my employment by the school district, I shall be subject to dismissal if any of the information I have given in this application is false. I further agree to be fingerprinted, to obtain proof of freedom from active tuberculosis and to furnish such proof of age and legal right to work as may be directed.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**OPTIONAL INFORMATION (Voluntary)**

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Last Name First M.I. Position Applying For

Dear Applicant: The information below is needed in order to measure the effectiveness of our recruitment efforts. The information will NOT be used as a basis for selection. It will be used for statistical purposes ONLY. Thank you.

How did you hear about the position? \_\_\_\_\_

Ethnicity: Please check all that apply:  African American  Asian  Filipino  Hispanic  Native American  White

**NOTICE**

Students, prospective students, employees, parents of students, and employment agencies referring applicants to the Sonoma Valley Unified School District of Sonoma County, California, and all unions or professional organizations holding collective bargaining agreements with such District, are hereby notified that said District does not discriminate on the basis of sex in the educational programs, employment, or activities that it operates and that such requirements not to discriminate is contained in Title IX, Sections 901, 902, of the Education Amendments of 1972, 86 Stat., 373, 374; 200 USC 1681, 1682 and that said District has designated Ashley Halliday, Director of Human Resources of said District, to coordinate said District's efforts to comply with said law. Any person having a complaint under said law should notify Mr. Halliday whose office address is 17850 Railroad Avenue, Sonoma, CA 95476, and telephone number is (707) 935-6008, or with the Office for Civil Rights, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.