



# PUSD

## APPLICATION FOR EMPLOYMENT

PASADENA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION - CLASSIFIED SERVICE

WWW.PUSD.US

351 South Hudson Avenue (Room 118)  
Pasadena CA 91109

Telephone: (626) 568-4513  
FAX: (626) 793-7508

**OFFICE USE ONLY**

<input type="checkbox"/> MQ	<input type="checkbox"/> EXP
<input type="checkbox"/> C	<input type="checkbox"/> EDU
<input type="checkbox"/> Z	<input type="checkbox"/> OTH

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION:**

- ➔ Read the job bulletin to see if you meet the requirements prior to completing the application.
- ➔ The information you provide in this application will be used to verify and evaluate your job qualifications
- ➔ An incomplete application or inaccurate information may disqualify you.
- ➔ Include all work, paid or unpaid, volunteer, military, etc. that pertains to the position you are applying for.
- ➔ Resumes are NOT accepted in place of any part of this application; you must complete all entries. However, you may include your resume for consideration, or any other documents (up to 3 pages), in addition to the application package.

**ALL INFORMATION PROVIDED ON THE APPLICATION IS CONFIDENTIAL.  
PLEASE TYPE OR PRINT LEGIBLY IN BLUE OR BLACK INK.**

**NAME OF THE POSITION YOU ARE APPLYING FOR:**

<b>NAME:</b> Last	First	Middle Initial	<b>E-MAIL ADDRESS:</b>
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<b>MAILING ADDRESS:</b> Number, Street and Apartment Unit	City	State	Zip Code
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<b>TELEPHONE:</b> Home	Work	Cell
(    )	(    )	(    )

Are you now, or have you ever been a <u>permanent monthly classified</u> employee of the Pasadena Unified School District?	YES	NO
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<b>If yes, include dates of employment and job title.</b>	<b>JOB TITLE:</b>
<b>FROM:</b>	<b>TO:</b>

Are you now, or have you ever been a member of the Public Employees Retirement System (PERS)?	YES	NO
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Do you have a current driver's license?	YES	NO
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<b>If yes, License #</b>	<b>State</b>	<b>Class</b>	<b>Expiration Date</b>
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Can you, after employment, submit verification of your legal right to work in the U.S.?	YES	NO
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Have you ever been dismissed, asked to resign or resigned to avoid dismissal?	YES	NO
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May we contact your previous employer(s)?	YES	NO
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Have you served in the United States Armed Forces?	YES	NO
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<b>If yes, Branch and period of service:</b>	YES	NO
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Are you able to <b>read, write AND speak</b> any language(s) in addition to English? Applicants who indicate bilingual status must pass both written and verbal language skills assessments.	YES	NO
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<b>If yes, please list the language(s):</b>	YES	NO
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<b>AVAILABILITY INFORMATION – CHECK ALL THAT APPLY:</b>				
<b>SHIFT:</b>	DAY TIME	EVENING		
<b>WORK SCHEDULE PER YEAR:</b>	12 MONTHS	11 MONTHS	10 MONTHS	9 MONTHS
<b>HOURS PER DAY:</b>	6-8 HOURS	4-5.5 HOURS	3.5 HOURS OR LESS	
<b>TEMPORARY/SUBSTITUTE – CHECK THIS BOX IF YOU ARE AVAILABLE FOR TEMPORARY WORK.</b>				
<b>IMPORTANT: APPLICANTS WILL BE NOTIFIED OF VACANCIES CORRESPONDING TO THE AVAILABILITY SELECTED ABOVE.</b>				

**EXPERIENCE RELATING TO REQUIREMENTS OF THIS POSITION:**

I have carefully read the job bulletin and to the best of my knowledge, I meet the minimum requirements stated for the position I am applying for      **YES**      **NO**

**Starting with your most recent job or current job, carefully describe your experience, paid or volunteer, which shows how you meet the minimum qualifications stated on the bulletin.**

Title of your Position				Organization/Company Name		
Company Address: Number and Street				City	State	Zip
Name & Title of Supervisor				Telephone Number		
<b>D A T E S</b>	From: Month/Yr	Hours per Week	Salary	Volunteer	Reason for Leaving	
	To: Month/Yr	Duties Performed				
Title of your Position				Organization/Company Name		
Company Address: Number and Street				City	State	Zip
Name & Title of Supervisor				Telephone Number		
<b>D A T E S</b>	From: Month/Yr	Hours per Week	Salary	Volunteer	Reason for Leaving	
	To: Month/Yr	Duties Performed				
Title of your Position				Organization/Company Name		
Company Address: Number and Street				City	State	Zip
Name & Title of Supervisor				Telephone Number		
<b>D A T E S</b>	From: Month/Yr	Hours per Week	Salary	Volunteer	Reason for Leaving	
	To: Month/Yr	Duties Performed				
Title of your Position				Organization/Company Name		
Company Address: Number and Street				City	State	Zip
Name & Title of Supervisor				Telephone Number		
<b>D A T E S</b>	From: Month/Yr	Hours per Week	Salary	Volunteer	Reason for Leaving	
	To: Month/Yr	Duties Performed				

**IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH A SEPARATE SHEET IN SIMILAR FORMAT.**

**PERIODS OF UNEMPLOYMENT:** (Past 10 years only. Do not include school or volunteer time)

From:	To:	Reason:
From:	To:	Reason:
From:	To:	Reason:

**EDUCATION:**

Check highest education level completed:    **HS DIPLOMA/GED**    **AA/AS**    **BA/BS**    **MA/MS**    **PHD/EDD**

High School Name	City & State
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College or University	City & State	Major	Units Completed		Degree Completed
			Sem	Qtr	

Trade/Technical School Training Course	Institution	Hours Completed	Type of Certificate/License	Date Completed

**ADDITIONAL INFORMATION WHICH PERTAINS TO THE POSITION:** (Training, Seminars, Workshops, Volunteer Work, etc.)


**CERTIFICATE OF APPLICANT:** (Read before signing)

I hereby declare that the information/statements on this application are true and complete to the best of my knowledge and I authorize investigation of all statements contained herein. I hereby release from all liability any persons or organizations furnishing such information. I certify that I do not advocate and that I am not a member of any organization advocating the overthrow of the U.S. Government. I agree to submit to a physical examination and to conform to District regulations concerning tuberculosis clearance, as identified in the Education Code. I understand that eligibility to participate in the competitive selection examination does not imply that PUSD considers that I am qualified for the position I am seeking. I understand that I will be subject to dismissal if any statement in the application is found to be untrue.

**Signature:** \_\_\_\_\_

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

Date Stamp - Human Resources

Date Stamp - Commission

**OFFICE USE ONLY**

**PASADENA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION (ROOM 118)  
351 SOUTH HUDSON AVENUE  
PASADENA CA 91109**



# PUSD

Pasadena Unified School District

**Personnel Commission**  
351 S. Hudson Avenue (Room 118)  
Pasadena, CA 91109  
(626) 568-4513  
Fax: (626) 793-7508

## CONFIDENTIAL CONVICTION RECORD FORM

<u>LAST NAME:</u>	<u>FIRST NAME:</u>	<u>SOCIAL SECURITY NUMBER:</u>
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In order to be hired by the Pasadena Unified School District, you must meet District employment standards regarding conviction records. Completion of this form is **MANDATORY** for all applicants. This form will remain confidential.

Have you ever plead guilty, been convicted, fine, imprisoned, placed on probation, or given a suspended sentence by a civilian or military court, for any crime? (Disregard traffic violations with a fine of \$250 or less)

\_\_\_\_\_ **NO**, I have never plead guilty, been convicted, fine, imprisoned, placed on probation, or given a suspended sentence by a civilian or military court, for any crime. I understand I need not include a traffic violation with a fine of \$250 or less.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_ **YES**, I have. Please see listing below.

**NOTE:** You must answer "YES" if you were convicted, whether by plea, a plea of "no contest," jury verdict, or finding of guilt by a court in a trial without jury. Orders under Penal Code Section 1203.4 allowing the withdrawal of a plea of guilty and entering a plea of not guilty, or setting aside a verdict of guilty, or dismissing the accusations or information, will still appear on your fingerprint report. You must list any crime which fits the description above. You may omit minor traffic violations with fines under \$250.

If your answer is **YES**, you must complete this form, starting below and continuing on the reverse side, if necessary. Please list each conviction separately. A criminal record, depending on the offense(s), may not automatically disqualify you from employment. **However, falsifying or withholding conviction-related information may lead to disqualification or employment termination.**

<u>DATE OF CONVICTION</u> List month/day/year of conviction	<u>CONVICTION</u> List the crimes for which you were convicted. <b>DO NOT list Code Sections.</b>	<u>SENTENCE OR FINE PAID</u> Length of sentence and/or amount of fine.	<u>WHERE CONFINED</u> Name of facility and its location.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**



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## CONFIDENTIAL FAIR EMPLOYMENT DATA

Dear Applicant: **COMPLETION OF THIS SECTION IS VOLUNTARY.** As the information in this section will help ensure that our selection processes are nondiscriminatory, and will ONLY be used for statistical purposes, we ask you to voluntarily complete this form. This section will be kept separate from the application form and at no time will this information be available to any person involved in the hiring process. Your assistance in providing us with this information to improve our recruiting process is appreciated.

<b>How did you learn of this Job Opportunity:</b>	Yellow Notification Card	Placement Office/EDD
	EDJOIN.ORG	District Bulletin Board
	District Web Site <a href="http://WWW.PUSD.US">WWW.PUSD.US</a>	Newspaper: _____
	Other Internet Site: _____	District Employee
	Professional Association	Walk in
	Library	Job Fair

**AMERICANS WITH DISABILITIES ACT (ADA):**

**REASONABLE ACCOMMODATION DESIRED**

The Personnel Commission and the Pasadena Unified School District is committed to providing reasonable accommodation to those individuals who qualify under the ADA. If you need accommodation, please contact the Commission Office at (626) 795-6981, Extension 478, prior to the closing date for this recruitment.

**RECRUITMENT DATA:**

<b>Title of Position You are Applying for:</b>	<b>Date of Application:</b>
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<i>PLEASE CHECK ONLY ONE (1) RESPONSE FOR EACH CATEGORY</i>			
<b>GENDER</b>		<b>AGE GROUP</b>	
Male	Female	Decline to State	
		40 and over	Decline to State
<b>ETHNIC ORIGIN</b>		<b>VETERAN'S STATUS</b>	
American Indian or Eskimo Asian Black Hispanic White (Non-Hispanic Origin) Filipino Pacific Islander Two or more races Other _____ Decline to State		Non-Veteran Veteran Decline to State	