



2010 WEST SWAIN ROAD STOCKTON, CA 95207  
 PHONE (209) 953-8732  
 FAX (209) 952-6948

Position applying for: \_\_\_\_\_

Announcement Number: \_\_\_\_\_

**APPLICATION FOR CLASSIFIED EMPLOYMENT**  
**EQUAL OPPORTUNITY EMPLOYER**

Applicant's Full Name \_\_\_\_\_

**PRINT OR TYPE:** Last First M.I.

Address \_\_\_\_\_

Street City State Zip

Telephone Numbers \_\_\_\_\_

( ) ( )  
 Home Work

( ) Driver's License Number \_\_\_\_\_  
 Cell

**Clerical Applicants:** Check the kinds of work in which you have had experience.

Do you type? \_\_\_\_\_ If yes, list approximate speed \_\_\_\_\_

\_\_\_ Accounting \_\_\_ Bookkeeping \_\_\_ Cashier \_\_\_ Filing

\_\_\_ Inventory \_\_\_ Payroll \_\_\_ 10-Key (By touch)

\_\_\_ Purchasing \_\_\_ Receptionist \_\_\_ Wordprocessing

**Computer skills:**

List computer(s) and software: \_\_\_\_\_

**Custodial, Maintenance or Groundsperson**

**Applicants:** Check previous training or experience with any of the following:

\_\_\_ Floor Cleaners \_\_\_ Waxers/Polishers \_\_\_ Lift Truck

\_\_\_ Power Tools \_\_\_ Mowing Equipment \_\_\_ Tractors

Describe your experience or training: \_\_\_\_\_

**Other Skills:** \_\_\_\_\_

**Other Languages:**

Do you read/write this language? (Circle one or both)

**IF HIRED, CAN YOU FURNISH**

Proof of age between 17 and 65? \_\_\_Yes \_\_\_No

Proof of U.S. citizenship, U.S. permanent Residency, or authorization to work in the U.S.? \_\_\_Yes \_\_\_No

**EDUCATIONAL BACKGROUND**

Circle the highest grade completed

Elementary or high school: 8 9 10 11 12

Number of years of college: 0 1 2 3 4

Name and location of last school attended:

\_\_\_\_\_  
 List all advanced education such as college, business school, trade school, or special training. (List name of school, years attended, degree or certificate.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

As appropriate, you may elect to include the following items with this application to provide additional information about your skills, education, and employment background: a cover letter, college transcripts, resume, letters of recommendation, and/or list of professional references.

**WORK EXPERIENCE Start with last employer first (This section must be completed. Please do not write "See Resume")**

Employer's Name, Address & Phone	Duties you performed	Dates of Employment From To	Salary Received	Reason for Leaving
Name				
Address		Supervisor's Name		
Phone				
Name				
Address		Supervisor's Name		
Phone				
Name				
Address		Supervisor's Name		
Phone				

Have you ever been dismissed, resigned from, or otherwise left employment because of allegations of misconduct? Yes\_\_\_ No\_\_\_  
 Have you ever been convicted, including a conviction based on a plea of no contest, of any felony or misdemeanor in California or any other place? Yes\_\_\_ No\_\_\_  
 Have you ever been or are you currently the subject of any inquiry or investigation by any licensing agency or law enforcement agency? Yes\_\_\_ No\_\_\_  
 Are any criminal charges currently pending against you? Yes\_\_\_ No\_\_\_  
 Is any disciplinary action now pending against you in any school district? Yes\_\_\_ No\_\_\_  
**If you answered "yes" to any of these questions, please explain the reason on a separate piece of paper and staple it to this application. A "yes" response may not necessarily disqualify you from employment.**

Do you have any relatives **currently** working for Lincoln Unified School District? Yes\_\_\_ No\_\_\_  
 If so, please provide their names. \_\_\_\_\_

I understand and agree: 1) that any misrepresentation by me in this application will be sufficient cause for disqualification of the application and/or separation from service if I have been employed: 2) that placement on the salary schedule is contingent upon the verification of training and work experience: 3) that I must pass a T.B. examination and submit classifiable fingerprints: and 4) that the first six months of employment (for classified employees Board Policy 4216) and one year of employment (for confidential/supervisory and classified management employees Board Policy 4316) is a probationary period during which time I can be released without further explanation. If employed, I agree to abide by all the general and safety rules of the employer.

My signature below authorizes the Lincoln Unified School District to conduct a background check and authorizes release of information in connection with my application for employment. My signature also certifies that all of the information on this application is true and correct and if found to be false will be sufficient cause for my dismissal.

The signed application authorizes my current and past employers to release confidential personnel information and records to the Lincoln Unified School District. I hereby release my current and past employers and representatives from all liability in connection with the release of confidential personnel information and records to the Lincoln Unified School District. I understand that the Lincoln Unified School District may provide a copy of this page of my application to my current and past employers. Lincoln Unified School District reserves the right to disregard any application which is not fully complete and signed by the applicant.

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

It is the policy of the Lincoln Unified School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age, or mental or physical disability in the educational programs or activities which it operates. Lincoln Unified School District is an equal opportunity employer. The District actively seeks applications from both sexes, ethnic minorities, and the disabled.