



LITTLE LAKE CITY SCHOOL DISTRICT
 10515 S. Pioneer Boulevard
 Santa Fe Springs, CA 90670 (562) 868-8241

POSITION(S) DESIRED

CLASSIFIED APPLICATION

Last Name		First	Middle
Street Address			Phone: . #
City, State, Zip		EMAIL:	

- Yes No Are you currently employed?
 Yes No Have you even been bonded?
 Yes No Have you ever been a member of the Public Employees Retirement System (PERS)
 Describe your ability to read, write, and speak languages other than English: _____

EDUCATION/TRAINING: (Please attach resume)

School	Name of School/Location	Years Attended		Units Completed	Degree, Diploma or Certificate Type	Year	Major/Minor
		From	To				
High School		XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX			
Technical, Trade, Vocational							
Business							
College or University							
Other							

EMPLOYMENT BACKGROUND Start with PRESENT or LAST PLACE of employment:

From:	Firm Name:	Position:
To:	Address:	Supervisor:
Total Yrs./Mons.	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Phone:
Nature of Duties:		
Reason for Leaving:		
From:	Firm Name:	Position:
To:	Address:	Supervisor:
Total Yrs./Mons.	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Phone:
Nature of Duties:		
Reason for Leaving:		
From:	Firm Name:	Position:
To:	Address:	Supervisor:
Total Yrs./Mons.	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Phone:
Nature of Duties:		
Reason for Leaving:		

Yes	No	QUESTIONS
		Are you able to perform the essential job functions of the position(s) for which you have applied?
		Can you, if selected for employment, submit verification of your legal right to work in the United States?
		Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and education record? If yes, please explain:

FOR OFFICE APPLICANTS ONLY Please place a check in the appropriate space(s) below indicating that you possess and are proficient in the skill area(s) listed:

Typing(keyboarding) (Speed: ___ wpm) Office Machines Filing Programming
 Shorthand (Speed: ___ wpm) Bookkeeping Accounting Data Entry
 Calculator/Adding Machine Desktop Publishing Duplicating
 Transcription/Dictating Machine
 Computers Receptionist First Aid/CPR Other _____ Type _____
of Computer(s): _____ Specific _____
Software Programs: _____

FOR INSTRUCTIONAL ASSISTANT APPLICANTS ONLY Please place a check beside the skills, knowledge or experience area listed below in which you have had training or experience:

Phonics and basic reading principles Preparation of charts/displays/b. boards General needs/behavior of children
 Record keeping activities Operation of standard equipment Special Education student experience
 First Aid/CPR Other _____

FOR FOOD SERVICE APPLICANTS ONLY Please place a check beside the experience you have had in the areas listed below:

Food Preparation/Handling Menu Planning
 Cashier
 Cafeteria Appliances/Equipment Sanitation
Other: _____

FOR MAINTENANCE & OPERATION APPLICANTS ONLY Please indicate the number of years and/or fraction of a year that you have had experience in the areas listed below:

Plumber Gardener Painter Custodian/Janitor Electrician Welder
 Carpenter Locksmith Driver General Contractor
 Warehouseman Crew Foreman
 Equipment Operator Sprinklers/Landscape Heating/Ventilation & A/C
Other: _____

Special Licenses or Certificates which you have applied: _____ Any additional skills or experiences you have relevant to the position for _____

Yes	No	ADDITIONAL QUESTIONS (check appropriate boxes)
		Have you resigned from or otherwise left public or private school employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state or place?
		Have you ever been dismissed or not reemployed in any probationary or permanent position
		Have you ever pleaded guilty or been convicted of any offense, felony or misdemeanor, other than a minor traffic violation that did not result in suspension or revocation of driver's license?
		Do you now have any charges pending against you which have not been finally adjudicated by any court?

A "yes" answer to any of the above questions does not necessarily disqualify an applicant from employment. If you have answered "yes" to any of the questions above, you **MUST** attach additional page(s) explaining your answer(s).

Please give the name, address, and phone number of person to be notified in case of accident or emergency:

Friend Relationship _____
Name _____ Address _____ Phone _____

I hereby certify that all statements made hereon are true and correct to the best of my knowledge. Falsification of any information on this application may be grounds for disqualification or dismissal.

I hereby authorize all previous employers and listed references to give any and all information regarding my employment, plus any other information from personal knowledge or records. I release from all liability persons and organizations reporting information required by this application.

Candidates selected must be fingerprinted and receive clearance from the Department of Justice. Selected candidates must pass a tuberculosis examination or provide certification that they are free of communicable tuberculosis in accordance with Ed. Code 49406 and may be required to pass a pre-employment physical examination. All appointments are subject to Board Education approval.

Date _____ Signature _____

This application will remain in our active file one year from the date of receipt.

An Affirmative Action - Equal Opportunity Employer This district does not discriminate in the selection of employees on the basis on national origin, race, color, religion, sex, sexual orientation, disability, age or any other basis prohibited by law.

Privacy Act Notification: The Privacy Act of 1974 provides that agencies requesting individuals to supply information indicate to them the principal purposes for which the information is used. Your social security number is used for the processing of your application and, if employed, for identification purposes.

Little Lake City School District Affirmation of the District's Mission, Beliefs and Objectives

Thank you for expressing an interest in joining the Little Lake family. As a prospective member of our team, it is imperative that you understand the principles and philosophical underpinnings that affect the behavior, decision making and expectations of the people that comprise the District.

As you read this document, you will encounter the following:

1. Our **Mission**, a statement of the unique purpose for which Little Lake exists and the specific function it performs;
2. Our **Beliefs**, declarations of Little Lake's fundamental convictions, values and character;
3. Our **Strategic Objectives**, specific statements of desired end results.

Mission

With a focus on learning, the shared mission of the Little Lake City School District community is to provide quality education that ensures success for every student

Beliefs

1. Students first.
2. Results matter.
3. Whatever it takes.

Strategic Objectives

- All students will meet or exceed grade level standards.
- All students will be prepared for their educational transitions.

In choosing Little Lake as a potential employer, you are choosing to affirm, support and promote the District's Mission, Beliefs and Strategic Objectives.

Signature

Date