



# PINE RIDGE ELEMENTARY SCHOOL DISTRICT

45828 Auberry Road, Auberry, CA 93602 • 559.841.2444 • 559.841.2771 (Fax)  
www.pineridge.k12.ca.us

Christine Skinner  
Superintendent

## An Equal Opportunity Employer

**Notice of Nondiscrimination:** The Pine Ridge School District does not discriminate on the basis of race, color, sex, disability, or national origin in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX, and Section 504.

## CLASSIFIED EMPLOYMENT APPLICATION

**Application for:** (exact title as shown on job description)

**INSTRUCTIONS:** Print in ink or type. Complete all sections. The application represents your ability to do a complete and thorough job. If you need additional space to answer any questions, you may attach extra sheets or resume.

NAME (Last)	(First)	(Middle)	(MAIDEN NAME – If applicable)
SOCIAL SECURITY NUMBER			
Use of social security number is voluntary. Social security numbers are used for identification purposes only.			
STREET ADDRESS OR P.O. BOX		CITY	STATE ZIP CODE
HOME PHONE NUMBER	CELL/MESSAGE PHONE NUMBER		EMAIL ADDRESS

<b>EMPLOYMENT PREFERENCE</b>	<b>LICENSES/CERTIFICATES</b>
<input type="checkbox"/> Full Time	<input type="checkbox"/> Temporary
<input type="checkbox"/> Part Time	<input type="checkbox"/> Substitute
<input type="checkbox"/> A.M.	<input type="checkbox"/> Walk-On Coach
<input type="checkbox"/> P.M.	<input type="checkbox"/> 12 Months
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Less than 12 Months
	<b>California Driver's License</b> – Class _____
	Number _____ Expires _____
	<b>Other -</b> Class _____
	Number _____ Expires _____

**EDUCATION:** (Circle the highest grade completed)

1 2 3 4 5 6 7 8 9 10 11 12 (GED) 13 14 15 16

List all education and training important to this job.

Name of College/Training Center	Name Of Major/Program	Degree/Certificate Received	Dates Attended (start - finish)

**SKILLS:**

List any foreign languages you speak (other than English):

1. \_\_\_\_\_ Read? \_\_\_\_\_ Write? \_\_\_\_\_

2. \_\_\_\_\_ Read? \_\_\_\_\_ Write? \_\_\_\_\_

List the office machines you can operate: \_\_\_\_\_

Typing Speed \_\_\_\_\_ (wpm) Shorthand Speed \_\_\_\_\_ (wpm)

**OTHER SKILLS** (please answer the questions which apply to you):

1. Have you passed the Instructional Aide Proficiency Test? ☐ Yes ☐ No      Date: \_\_\_\_\_  
School District test results are filed with: \_\_\_\_\_
2. What, if any, grounds/custodian/maintenance equipment can you operate? \_\_\_\_\_  
\_\_\_\_\_
3. What, if any, cafeteria equipment can you operate? \_\_\_\_\_  
\_\_\_\_\_
4. a. Do you have any bus driving experience? ☐ Yes ☐ No      If Yes, explain: \_\_\_\_\_  
\_\_\_\_\_
- b. Has your driver's license ever been revoked or suspended? ☐ Yes ☐ No      If Yes, explain: \_\_\_\_\_  
\_\_\_\_\_
- c. List any traffic violations you have incurred in the past year: \_\_\_\_\_  
\_\_\_\_\_

**HEALTH DATA:**

1. Date of last physical? \_\_\_\_\_
2. Are you able to perform the essential functions of the job for which you are applying? ☐ Yes ☐ No  
With ( ) Without ( ) reasonable accommodations.

If with reasonable accommodations, please explain: \_\_\_\_\_

**LEGAL INFORMATION:**

1. If hired, can you provide proof of U.S. Citizenship or the legal right to work in the United States? ☐ Yes ☐ No

**EMPLOYMENT INFORMATION:**

1. Have you ever been discharged by an employer due to a situation involving dishonesty, a crime involving theft, or a drug-related crime? ☐ Yes ☐ No
2. Have you ever been disciplined or discharged by an employer for sexual harassment? ☐ Yes ☐ No
3. Have you ever been suspended or terminated from employment or suspended from a job as a result of allegations which might render you unfit to associate with children? ☐ Yes ☐ No
4. Are you presently on leave status from any public agency? ☐ Yes ☐ No

Explain any "yes" answers: \_\_\_\_\_  
\_\_\_\_\_

How did you hear about us? \_\_\_\_\_ Mountain Press \_\_\_\_\_ Flyer \_\_\_\_\_ Friend \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**BEGIN WITH YOUR CURRENT OR MOST RECENT EXPERIENCE:** List any pertinent experience you believe qualifies you for the position. Completion of this section is very important as this may be used as a reference during the screening process. If additional space is needed, you may attach supplemental sheets or resume.

Current (or last) Employer		Address		City, State, Zip Code		Phone	
Job Title		Description of Duties				Supervisor's Name	
From	To	Salary /Hour /Month		Reason for Leaving			
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No							

Previous Employer		Address		City, State, Zip Code		Phone	
Job Title		Description of Duties				Supervisor's Name	
From	To	Salary /Hour /Month		Reason for Leaving			

Previous Employer		Address		City, State, Zip Code		Phone	
Job Title		Description of Duties				Supervisor's Name	
From	To	Salary /Hour /Month		Reason for Leaving			

Previous Employer		Address		City, State, Zip Code		Phone	
Job Title		Description of Duties				Supervisor's Name	
From	To	Salary /Hour /Month		Reason for Leaving			

**If offered a job with Pine Ridge School District, are you willing to:**

1. Be fingerprinted? ☐ Yes ☐ No
2. Submit a current TB skin test or chest X-ray? ☐ Yes ☐ No
3. Provide original social security card per Fresno County Office of Education regulations? ☐ Yes ☐ No
4. Abide by all District policies and procedures governing conduct and safety? ☐ Yes ☐ No

**PLEASE READ CAREFULLY AND SIGN:** I certify that the above statements are true to the best of my knowledge and understand that any misstatement of facts contained in this application will be cause for rejection of the application, removal of my name from the eligibility list, or discharge from the Pine Ridge School District. I also understand that fingerprints and a background check must be processed before hiring can be approved.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **PINE RIDGE SCHOOL DISTRICT**

## **IMPORTANT NOTICE**

**THE FOLLOWING WAIVER CONTAINS IMPORTANT LEGAL CONSEQUENCES. THEREFORE, PLEASE READ THE WAIVER COMPLETELY AND CAREFULLY BEFORE SIGNING.**

### **WAIVER AGREEMENT**

I, the undersigned applicant for employment, hereby certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment are true and complete. I understand that if employed, false or incomplete statements on this application shall be sufficient cause for dismissal.

I understand that, as part of my application for employment, a routine inquiry will be made to my former employer(s) requesting information concerning my character, general reputation, personal characteristics, and work habits.

I hereby authorize Pine Ridge School District to investigate my employment background and all of the statements contained in my employment application. I agree to defend, indemnify, and hold the District harmless for its reasonable investigation of employability.

I hereby waive any past, present, and future claims, based on any theory or theories of recovery, which I have, or which may later accrue to me, against Pine Ridge School District or its officers, agents or employees, arising by reason of any matter related to the District's provision of information regarding my employment to prospective employers.

I authorize any prior employer to provide my personnel files to Pine Ridge School District.

I waive the right to hold those persons whose names I have listed as references and the former employers listed on my employment application liable with respect to any damages which I might sustain as a result of their responses, whether oral or written, regarding my character, general reputation, personal characteristics and work habits.

I authorize a copy of this document to be furnished to my references and former employers.

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Applicant's Signature

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Date