

# Woodlake Unified School District

300 W. Whitney Ave., Woodlake, CA 93286  
Ph. (559) 564-8081 [www.w-usd.org](http://www.w-usd.org) Fax. (559) 564-3831

## CLASSIFIED EMPLOYMENT APPLICATION

Drew S. Sorensen - Superintendent

POSITION DESIRED \_\_\_\_\_

### APPLICATION REQUIREMENTS

- |  |   |
|--|---|
| <input type="checkbox"/> WUSD Application Form <i>and Resume</i> | <input type="checkbox"/> Formal Letter of Interest  |
| <input type="checkbox"/> Three Letters of Reference              | <input type="checkbox"/> Copy of Diploma/equivalent |

See back page for application guidelines

### PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_\_) \_\_\_\_\_

Cell # (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Have you ever worked for a county office of education?

yes  no

If YES, when, where and in what capacity \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Have you ever worked for a school district?

yes  no

Are you related to any employee of this organization?  yes  no If YES, list name and relationship to you \_\_\_\_\_

Have you been dismissed or asked to resign from any position?  yes  no

If YES, a letter of explanation must accompany application.

How many jobs have you held in the past ten (10) years? \_\_\_\_\_

### EMPLOYMENT EXPERIENCE

List all paid experience in chronological order, most recent first. Please account for all gaps in employment.

(1) Employer \_\_\_\_\_

Address \_\_\_\_\_ Position Title \_\_\_\_\_

Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

(2) Employer \_\_\_\_\_  
Address \_\_\_\_\_ Position Title \_\_\_\_\_  
Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving position \_\_\_\_\_

(3) Employer \_\_\_\_\_  
Address \_\_\_\_\_ Position Title \_\_\_\_\_  
Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving position \_\_\_\_\_

**EDUCATION and TRAINING**

Check the appropriate box, if you possess one of the following:

High School Diploma

GED Certificate

High School Proficiency Certificate

Give highest grade of educational level achieved \_\_\_\_\_

(1) Name of College or University \_\_\_\_\_  
Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

(2) Name of College or University \_\_\_\_\_  
Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

**PROFESSIONAL REFERENCES**

(1) Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization/Company \_\_\_\_\_  
Phone # (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

(1) Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization/Company \_\_\_\_\_  
Phone # (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

(1) Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization/Company \_\_\_\_\_  
Phone # (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Equal Opportunity Employer**

Woodlake Unified School District does not discriminate on the basis of a person's actual or perceived characteristics of race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, political affiliation, veteran status, gender, gender identity, gender expression, sex (including sexual harassment), sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made.

If you need a reasonable accommodation to participate in the hiring process, Woodlake Unified School District will provide you with one upon notice.

**Woodlake Unified School District  
Human Resources**

**AUTHORIZATION TO RELEASE INFORMATION**

It is the policy of Woodlake Unified School District to conduct reference checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment.

Your signature below indicates your agreement with the acknowledgement of the following:

As an applicant for an employment position with Woodlake Unified School District, I authorize my current and past employers and current and past work associates, including, but not limited to supervisor, colleagues, and subordinates, to release to Woodlake Unified School District any reference and employment information in my personnel records or file (e.g. applications for employment, time/vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work and my work-related personal characteristics (e.g. my character, dependability, honest, integrity, ability to work under pressure, interpersonal skills, general physical ability, if relevant to the job, and reputation among co-workers).

Woodlake Unified School District will maintain reference information in strictest confidence and solely for the purposes of the recruitment of the position for which I have applied. Information obtained during reference checks will not be provided to anyone outside the selection process.

A photocopy or fax of this signed Authorization is to be considered valid as an original.

IN EXECUTING THIS AUTHORIZATION I FULLY WAIVE ALL CLAIMS AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, AND FORMER EMPLOYEES, WOODLAKE UNIFIED SCHOOL DISTRICT AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, TO THE FULL EXTENT ALLOWED BY LAW, INCLUDING LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTIONS 1050-1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM CONSENTING AND PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION.

I HAVE CAREFULLY READ AND UNDERSTAND ALL OF THE PROVISIONS OF THIS AUTHORIZATION, AND HAVE VOLUNTARILY AND WITHOUT COERCION OR DURESS AGREED TO AND SIGNED THIS AUTHORIZATION IN COMPLIANCE WITH CIVIL CODE SECTION 1668 AS INTERPRETED BY THE COURTS. THIS RELEASE DOES NOT RELEASE CLAIMS AGAINST ANYONE BASED ON HIS/HER OWN FRAUD OR WILLFUL INJURY OR VIOLATION OF THE LAW TO THE EXTENT REQUIRED BY APPLICABLE LAW.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

### APPLICATION GUIDELINES

Thank you for your interest in employment with Woodlake Unified School District. Please keep in mind the following important suggestions as you prepare your application

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name, position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. Human Resources CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of Woodlake Unified School District. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.

### REQUIRED APPLICANT STATEMENT

- (1) Have you ever been convicted of a felony or a misdemeanor?  Yes  No  
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. **If YES, a letter of explanation must accompany your application.**
- (2) Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No
- (3) Do you object to the contacting of references other than those provided?  Yes  No
- (4) I have read the job description and can perform the essential functions of the position with or without reasonable accommodation.  Yes  No
- (5) Where did you hear of this position?  Newspaper  EDJOIN  Other \_\_\_\_\_

*I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Woodlake Unified School District reserves the right to disregard any application which is not fully complete and signed by the applicant.*

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

### PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO

Woodlake Unified School District  
Human Resources, Classified Applicant Processing  
300 West Whitney Avenue  
Woodlake, CA 93286  
(559) 564-8081



*"Relentlessly Pursuing Excellence"*



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

Woodlake Unified School District  
*Ethnicity Form for Staff*

Part A: Is this applicant Hispanic or Latino? (*Select only one*)

- No, not Hispanic or Latino
- Yes, Hispanic or Latino

The above part (Part A) of the question is about ethnicity, not race. No matter what you selected above, **please continue to answer the following** by marking one or more boxes to indicate what you consider the applicant's race to be.

Part B: What is the applicant's race? (*Select one or more*)

- American Indian or Alaska Native

Asian

- Chinese
- Japanese
- Korean
- Vietnamese
- Asian Indian
- Laotian
- Cambodian
- Filipino
- Hmong
- Other Asian

Native Hawaiian or Other Pacific Islander

- Hawaiian
- Guamanian
- Samoan
- Tahitian
- Other Pacific Islander

- Black or African American

- White