

# EL DORADO UNION HIGH SCHOOL DISTRICT

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BOARD OF TRUSTEES

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Dear Applicant:

To complete your application for employment, please forward the following:

1. Introductory Letter of Interest
2. El Dorado Union High School District Administrative Application
3. Resume
4. Letters of Recommendation
5. Transcripts of all college work and/or applicable technical training  
(*Photocopies will be acceptable at this time*)

These documents, along with your completed application, should be sent to:

Stevie Clark  
Assistant Superintendent, Human Resources  
El Dorado Union High School District  
4675 Missouri Flat Road  
Placerville, CA 95667

PLEASE NOTE: APPLICATIONS WILL BE ACCEPTED BASED UPON ADVERTISED VACANCIES.  
APPLICATIONS RECEIVED BY THE FILING DEADLINE WILL REMAIN ON FILE  
FOR THE SCHOOL YEAR IN WHICH THEY ARE RECEIVED.

## Administrative Employment Application

(PLEASE TYPE OR PRINT IN INK)

DATE STAMP

SECTION A	LAST NAME	FIRST NAME	MIDDLE INITIAL	
	MAILING ADDRESS	CITY – STATE – ZIP	HOW LONG AT PRESENT ADDRESS	
	HOME PHONE # (INCLUDE AREA CODE)	CELL PHONE # (INCLUDE AREA CODE)	WORK PHONE # (INCLUDE AREA CODE)	
	DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DRIVER'S LICENSE #	CAN YOU AFTER EMPLOYMENT SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	POSITION DESIRED	CURRENT POSITION	CURRENT SALARY	
	ENROLLMENT	NUMBER OF STAFF RESPONSIBLE TO YOU	ANNUAL BUDGET	
	PLEASE ANSWER THE FOLLOWING QUESTIONS			YES
1. Have you ever been discharged for misconduct or unsatisfactory service, or have you ever resigned upon request to avoid discharge from any position? Please give details in <i>Remarks</i> .			<input type="checkbox"/>	<input type="checkbox"/>
2. Have you <b>ever</b> been convicted of a felony or misdemeanor? You are required to disclose <b>all</b> convictions whether or not the court dismissed, expunged, or set aside the conviction under authority of section 1203.4 or 1203.4a of the California Penal Code. Also state any health care exceptions for controlled substance convictions. <b>DO NOT</b> include traffic violations or citations for parking or speeding. <b>Failure to report any and all convictions will result in your application being denied.</b> Please give details in <i>Remarks</i> .  Please note that convictions will not necessarily disqualify an applicant for employment. All conviction information will be reviewed for relevance to the position, especially convictions involving violence or integrity issues. California Education Code 45123 and 45124 restrict our employment of individuals convicted of sex offenses or controlled substance offenses.			<input type="checkbox"/>	<input type="checkbox"/>
Remarks ( <i>attach separate sheet if needed</i> ):				

SECTION B	RECORD OF PROFESSIONAL EXPERIENCE List most recent experience first				
	TITLE	FROM / TO	DISTRICT / AGENCY	ENROLLMENT	SALARY
		/			
		/			
		/			
		/			

SECTION C	RECORD OF PROFESSIONAL EDUCATION List highest degree first			
	INSTITUTION	DATES	MAJOR	DEGREES

SECTION D	PERSONAL REFERENCES List three persons who are not related to you who know your professional work and qualifications.				
	NAME	TITLE	DISTRICT / AGENCY	BUSINESS PHONE	HOME PHONE
				(   )	(   )
				(   )	(   )

SECTION E	PLEASE ANSWER THE FOLLOWING QUESTIONS			YES	NO
	Are you able to perform the essential job functions for this position ( <i>see specific job description</i> ) with or without a reasonable accommodation?			<input type="checkbox"/>	<input type="checkbox"/>
	<b>I HEREBY CERTIFY</b> that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded.			<input type="checkbox"/>	<input type="checkbox"/>
	<b>I GIVE MY AUTHORIZATION</b> for you to contact the above references or any other references deemed necessary to ascertain the merits of my candidacy, to verify degrees, if required, and I release from liability persons and organizations reporting information required by this application, and understand that withholding or falsifying information on this form is grounds for dismissal.				
<b>I ACKNOWLEDGE AND AGREE</b> that if I am offered employment, I will fulfill the following employment requirements: (a) take a physical examination, (b) take a TB test, (c) have fingerprints taken, (d) take an oath of allegiance specified by the California Education Code.					
<b>X</b> _____ <i>Applicant's Signature</i>					
_____ <i>Date</i>					

THE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT, 1992. PROSPECTIVE EMPLOYEES WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, PREGNANCY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, GENETIC INFORMATION, VETERAN STATUS, GENDER, SEX, OR SEXUAL ORIENTATION.

**Please return form to:** Stevie Clark  
 Assistant Superintendent, Human Resources  
 El Dorado Union High School District  
 4675 Missouri Flat Road  
 Placerville, CA 95667

**EL DORADO UNION HIGH SCHOOL DISTRICT**

4675 Missouri Flat Road  
Placerville, CA 95667

**RELEASE OF INFORMATION**

**I AM AN APPLICANT** for the position of \_\_\_\_\_

at the El Dorado Union High School District. Pursuant to Board Policies BP4111 and BP4211, this position requires that the personnel office in the El Dorado Union High School District conduct a thorough background investigation, including my personal and professional ability to perform in this capacity.

**I HEREBY DIRECT** you, your organization, its Custodian of Records, and/or persons in your employ to release any and all information which you have concerning me, including information which may be of a confidential, privileged and/or derogatory nature, including, but not limited to, employment information, educational records, and transcripts.

**I RELEASE AND DISCHARGE** you, your organization, its officers, agents, and assigns from any liability or damages, whether in equity or law, now and in the future, for furnishing the information requested by El Dorado Union High School District.

**I ACKNOWLEDGE AND ADVISE** you that the information you choose to disclose to El Dorado Union High School District is for the sole purpose of determining my qualifications and fitness for the position for which I am applying. I further acknowledge and agree that the information you choose to provide to El Dorado Union High School District is a confidential communication and is privileged pursuant to California Civil Code 47, subsections 2 and 3. Absent a court order to the contrary, the information you provide in response to this request will remain confidential and will not be released. (California Labor Code 1198.5 and California Education Code 44031)

This release expires **120 days** from the date of signature.

**CERTIFICATION:** I certify that I have read this authorization form, understand its meaning and purpose. I may revoke this authorization at any time by delivering, in writing, such revocation to you or your organization.

**X**

\_\_\_\_\_

*Applicant's Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Print Name*

**SECTION F**