



## **CLASSIFIED PERSONNEL APPLICATION**

Thank you for your interest in classified employment opportunities with the Oak Park Unified School District.

Please include with your application:

- The completed application and signed form
- An up-to-date resume
- Three references and their phone numbers
- Current letters of recommendation

Your completed application will be kept on file for one school year. If you are applying for more than one position, you must submit a copy of the application for each position applied for. Submission of an application does not guarantee an interview. The Human Resources office will contact you only if you are to be scheduled for an interview.

**ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

If you have any questions, please contact Linda Castellano at [lcastellano@opusd.org](mailto:lcastellano@opusd.org), Monday through Friday, between 8:00 a.m. and 4:00 p.m.

Again, thank you for your interest in the Oak Park Unified School District.

### **NOTICE TO APPLICANTS WITH DISABILITIES**

Special arrangements in the application and testing process can be made for applicants with disabilities. Please contact the Human Resources Office for any accommodations that are necessary.

**OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL  
OPPORTUNITY EMPLOYER**

[www.opusd.org](http://www.opusd.org)

# OAK PARK UNIFIED SCHOOL DISTRICT

## CLASSIFIED EMPLOYMENT APPLICATION

**5801 E. CONIFER ST., OAK PARK, CA 91377 ~ (818) 735-3220 ~ (818) 879-0372 fax**

### POSITION FOR WHICH YOU ARE APPLYING:

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM. IF YOU NEED ADDITIONAL SPACE TO ANSWER ANY QUESTIONS, YOU MAY ATTACH EXTRA SHEETS. THIS APPLICATION WILL BE USED DURING THE EXAMINATION AND SELECTION PROCESS.

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>M.I.</b>
<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP</b>
<b>HOME PHONE</b> ( ) ( ) ( )	<b>MESSAGE/CELL PHONE</b> ( ) ( ) ( )	
<b>DRIVER'S LICENSE # (If Required For Position)</b> <b>STATE</b>	<b>Email</b>	

### EDUCATION AND TRAINING

INSTITUTION	LOCATION	MAJOR	DEGREE
HIGH SCHOOL	CITY/STATE	N/A	(circle) GED Diploma 9 10 11 12
COLLEGE/UNIVERSITY	CITY/STATE	Units:	(circle) AA BA BS MA MS PhD
COLLEGE/UNIVERSITY	CITY/STATE	Units:	(circle) AA BA BS MA MS PhD
OTHER SCHOOL	CITY/STATE	Units:	Certificate/License
LICENSES/CERTIFICATES HELD:			
KNOWLEDGE OF SPECIFIC MACHINES/EQUIPMENT:			
OTHER PERTINENT QUALIFICATIONS:			

**LANGUAGE(S):**

**TYPING WPM:** \_\_\_\_\_

SPEAK	READ	WRITE
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Yes \_\_\_ No \_\_\_

A. Are you at least 18 years of age? If no, list Work Permit # \_\_\_\_\_ Expires: \_\_\_\_\_

Yes \_\_\_ No \_\_\_

B. Have you ever been employed by this school District?  
Job Title \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

Yes \_\_\_ No \_\_\_

C. Do you have relatives working for OPUSD? Who? \_\_\_\_\_

Yes \_\_\_ No \_\_\_

D. Do you have any physical or mental impairment or disability which would limit your ability to perform all the duties of this position?

*The Oak Park Unified School District will make every effort to provide reasonable accommodations to physically or mentally impaired candidates. Please describe any special accommodations you require*

Yes \_\_\_ No \_\_\_

E. Have you ever been convicted of misdemeanor or a crime other than a minor traffic violation?

**If so, you must complete the supplemental Report of Convictions form.**

Yes \_\_\_ No \_\_\_

F. May we contact your present employer?

Yes \_\_\_ No \_\_\_

G. Are you currently retired and collecting Public Employment Retirement System benefits?

## EXPERIENCE

Begin with your most recent job and account for all time during the last 10 years, including military or volunteer experience. Add attachments if necessary. **DO NOT REFER TO RESUME. A RESUME MAY BE ATTACHED, BUT THIS SECTION MUST BE COMPLETED.**

<b>NAME OF EMPLOYER</b>	<b>DATES</b>	<b>JOB TITLE</b>
	Total Yrs _____	
<b>EMPLOYMENT ADDRESS</b>	From: __/__/__ To: __/__/__	<b>JOB DUTIES/DESCRIPTION</b>
<b>SUPERVISOR</b>	REASON FOR LEAVING:	
Name: _____ Title: _____ Phone: (    ) _____ - _____		
<b>NAME OF EMPLOYER</b>	<b>DATES</b>	<b>JOB TITLE</b>
	Total Yrs _____	
<b>EMPLOYMENT ADDRESS</b>	From: __/__/__ To: __/__/__	<b>JOB DUTIES/DESCRIPTION</b>
<b>SUPERVISOR</b>	REASON FOR LEAVING:	
Name: _____ Title: _____ Phone: (    ) _____ - _____		
<b>NAME OF EMPLOYER</b>	<b>DATES</b>	<b>JOB TITLE</b>
	Total Yrs _____	
<b>EMPLOYMENT ADDRESS</b>	From: __/__/__ To: __/__/__	<b>JOB DUTIES/DESCRIPTION</b>
<b>SUPERVISOR</b>	REASON FOR LEAVING:	
Name: _____ Title: _____ Phone: (    ) _____ - _____		

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE, AND ANY MIS-STATEMENT, OMISSION, OR FALSIFICATION OF MATERIAL FACTS WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL. I UNDERSTAND THAT EMPLOYMENT IS CONTINGENT UPON MY PROVIDING VERIFICATION OF MY IDENTITY AND LEGAL RIGHT TO WORK IN THE UNITED STATES. I AUTHORIZE THE DISTRICT TO INVESTIGATE REFERENCES, PREVIOUS EMPLOYERS, AND OTHER AGENCIES AS MAY BE REQUIRED. I WILL CONFORM TO DISTRICT REGULATIONS CONCERNING X RAY, FINGERPRINTING, AND SIGNING A LOYALTY OATH.

APPLICANT SIGNATURE:	DATE SIGNED:
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**OAK PARK UNIFIED SCHOOL DISTRICT IS COMMITTED TO PROVIDING EQUAL EMPLOYMENT OPPORTUNITIES FOR ALL PERSONS REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, AGE, PHYSICAL IMPAIRMENT, OR MARITAL STATUS.**

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California law requires that all employees of public schools be fingerprinted for the purpose of investigating criminal conviction records. Conviction of a misdemeanor or a crime does not automatically exclude applicants from employment with our District; the types, dates, and number of offense(s), current status, special circumstances, and other factors may be considered. Minor traffic offenses are not reportable. **(Note: You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4.)**

I HAVE NEVER BEEN CONVICTED OF ANY VIOLATION OF THE LAW.

I HAVE BEEN CONVICTED OF THE FOLLOWING VIOLATION(S) OF THE LAW:

List each violation of the law for which you have been convicted including those during military service. Convictions include any offenses for which you forfeited bail, were fined and/or jailed, or placed on probation. *Do not include minor traffic violations, arrests that did not result in a charge, or charges that did not result in conviction.*

DATE/CITY/STATE OF CONVICTION	CHARGE (reason for conviction)	DISPOSITION (i.e., sentence/fine/probation)	REMARKS

(Continue on reverse if additional space is needed.)

I certify that I have listed all my convictions, except minor traffic offenses. I understand that failure to complete this form, omission of convictions, or misrepresentation of material facts may result in my disqualification or dismissal from employment with the Oak Park Unified School District.

APPLICANT SIGNATURE:	DATE SIGNED:
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I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, AND AUTHORIZE INVESTIGATION OF ALL STATEMENTS HERIN RECORDED. I UNDERSTAND THAT ANY FALSE STATEMENTS OR OMISSIONS OF MATERIAL FACTS MAY SUBJECT ME TO DISQUALIFICATION OR DISMISSAL IF EMPLOYED.

AS AN APPLICANT FOR A POSITION WITH THE OAK PARK UNIFIED SCHOOL DISTRICT, I AM REQUIRED TO FURNISH INFORMATION AND REFERENCES FOR USE IN DETERMINING MY QUALIFICATIONS. I UNDERSTAND THAT THE DISTRICT MAY CONDUCT AN INVESTIGATION OF MY WORK AND/OR PERSONAL HISTORY AND THAT IT MAY VERIFY ALL DATA GIVEN IN MY APPLICATION FOR EMPLOYMENT, RELATED PAPERS, AND/OR ORAL INTERVIEWS. I FURTHER UNDERSTAND THAT ANY AND ALL OF THE REFERENCES WHICH I HAVE PROVIDED TO THE DISTRICT, EITHER IN WRITING OR OTHERWISE, MAY BE CONTACTED. BY SIGNING THIS RELEASE FORM, I HEREBY AUTHORIZE SUCH INVESTIGATION.

I HEREBY RELEASE THE DISTRICT, PREVIOUS EMPLOYERS AND/OR OTHER REFERENCES FROM ANY LIABILITY OR DAMAGE WHICH MAY RESULT FROM FURNISHING THE INFORMATION REQUESTED. FURTHERMORE, I WAIVE MY RIGHT OF ACCESS TO ANY INFORMATION SO OBTAINED.

A PHOTOCOPY OF THIS RELEASE FORM WILL BE VALID AS AN ORIGINAL THEREOF, EVEN THOUGH THE SAID PHOTOCOPY DOES NOT CONTAIN MY ORIGINAL SIGNATURE.

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Signature of Applicant

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Date

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Your application will be placed in an active recruitment file for consideration when vacancies arise. You will be notified if you are selected for a personal interview.

Your application will remain on file for the calendar year in which it is submitted. You are encouraged to re-submit an update application for each calendar year. If you are not selected during the calendar year in which you apply, please feel free to re-apply if you are still interested in employment with the Oak Park Unified School District.

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Oak Park Unified School District

**Applicant Survey**

This form will be used to compile affirmative action statistics only. Completing it is optional, but it must be returned with your application whether it is completed or not.

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

Position Applied For:  
\_\_\_\_\_

To comply with statistical information on applicant flow patterns, required by the Federal Equal Employment Opportunity Commission, we would appreciate your cooperation in providing the following information:

This form is not a part of the selection process. It will be detached from your application and will be used for statistical reporting requirements only.

SEX: Male \_\_\_\_\_ Female \_\_\_\_\_

AGE: 39 or under \_\_\_\_\_ 40 or over \_\_\_\_\_

ETHNIC BACKGROUND: (Check only one)

\_\_\_\_\_ Black Includes all persons having origin in any of the Black racial groups (Not of Hispanic Origin).

\_\_\_\_\_ Hispanic Includes all persons having Mexican, Puerto Rican, Cuban, Central or South American, or from any other Spanish culture or origin.

\_\_\_\_\_ Asian Includes all persons having ancestral origins in the Far East, Southeast Asia, the Indian sub-continent or the Pacific islands (Example, Bangladesh, Cambodia, China, India, Indonesia, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, & Samoa)

\_\_\_\_\_ American Indian or Alaskan Native Includes all persons having origins in any of the native peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

\_\_\_\_\_ Filipino Includes persons having origins in any of the native people of the Philippine Islands.

\_\_\_\_\_ White Includes persons having ancestral origins in Europe, North Africa, and the Middle East.

\_\_\_\_\_ Pacific Islander Includes Polynesia, Micronesia, and Melanesia. Polynesia includes Hawaii (Native Hawaiian), Samoa (Samoan), American Samoa (Samoan), Tokelau (Tokelauan), Tahiti (Tahitian), and Tonga (Tongan).

\_\_\_\_\_ Other/Decline to state \_\_\_\_\_

Do you consider yourself handicapped or disabled – substantially limited on one or more major life activities and have a record of a vision, mobility/orthopedic hearing, speech, neurological, biochemical, or developmental impairment? Check one:

No: \_\_\_\_ Yes/Identify: \_\_\_\_\_

Please describe any special accommodations you may require: \_\_\_\_\_

How did you learn about this vacancy? \_\_\_\_\_