

CLASSIFIED SUBSTITUTE APPLICATION

An Equal Opportunity Employer and Merit District
 4750 Date Avenue, La Mesa, CA 91942-9293 / 619-668-5700 / www.lmsvsd.org

Name			
	Last	First	Middle
Phone	()	Phone (Cell, Work, Other)	()
Mailing Address			
	Number, Street, Apt. Number, or Post Office Box Number		City, State, Zip Code
E-Mail Address			

TITLE OF SUBSTITUTE POSITION for which you are applying—
Maximum of two related positions (Note exact title listed in the job description book.)

AVAILABILITY	
Days per week:	Hours:

List your proficiency in languages other than English.

Language:	Speak	Read	Write
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you legally authorized to work in the United States?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been employed (past or present) by the LMSV School District? YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide dates: From: _____ To: _____ Position: _____
If yes, other names you have used while employed by the LMSV School District: _____
If no longer employed, reason for leaving: _____

EDUCATION

Name of High School attended and city:	Do you have a High School Diploma/GED? <input type="checkbox"/> Yes <input type="checkbox"/> No.		
Name and location of College, University, Trade School attended	Major / Minor	Units/Credits	Degree/Certificate

Specific course work/training related to position (provide class name or course description)	Credits earned & grade/ Length of training	Where taken

The La Mesa-Spring Valley School District is an Equal Opportunity Employer. Board Policy 4030 prohibits unlawful discrimination and/or harassment of district employees and job applicants based on actual or perceived race, color, ancestry, national origin, nationality, ethnic group identification, ethnicity, age, religion, marital or parental status, disability, sex, sexual orientation, gender, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics. Board Policy 4119.11 prohibits sexual harassment of district employees and job applicants. Complaints alleging unlawful discrimination or sexual harassment may be filed with the Coordinator for Nondiscrimination in Employment, the Assistant Superintendent of Human Resources.

WORK HISTORY: Give an accurate, complete outline of your employment experience, starting with the present or last place of employment. If additional space is needed, use another sheet of paper. You may submit a resume to provide additional information. However, resumes will not be accepted in lieu of completing any part of this application.

Your Title		From	To	Phone() -
Address		Supervisor's Name and Title:		
Duties/Responsibilities				
Reason for Leaving	May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, reason?			

Your Title		From	To	Phone() -
Address		Supervisor's Name and Title:		
Duties/Responsibilities				
Reason for Leaving	May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, reason?			

Comments: Use this space for additional employment information or information pertinent to your qualifications.)

Personal References: List two other than family members.

Name	Address	Phone Number

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

It is the policy of the La Mesa-Spring Valley District to conduct reference checks for candidates for employment. Information obtained through reference checks will be maintained in confidence by the District and will not be provided to anyone outside of the selection process. Any offer of employment is conditional pending background clearance and satisfactory results in a report from the Department of Justice. Your signature below indicates your agreement and acknowledgement of the following:

ACKNOWLEDGEMENT OF TRUTHFULNESS IN COMPLETION OF APPLICATION

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I attest that I have revealed any and all convictions (unless otherwise specified), regardless of the time elapsed since the occurrence. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials: _____

ACKNOWLEDGEMENT FOR RELEASE OF INFORMATION AND WAIVER

- I hereby authorize the La Mesa-Spring Valley School District to obtain employment related information from my current and past employers. This information may include, but is not limited to, personnel file records, evaluations, references regarding work performance, attendance, personal history, work related personal characteristics, academic records and disciplinary information.
- I hereby authorize and direct my current and past employers to release such information to the La Mesa-Spring Valley School District, and hereby waive any right I may have to review the information given to the La Mesa-Spring Valley School District by my current or past employers or references. I hereby release the La Mesa-Spring Valley School District, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I further acknowledge that a photocopy or facsimile of this document is to be given the same effect as an original of this document.
- I hereby release the La Mesa-Spring Valley School District and any current or past employer of mine from liability for damage (except damage arising from fraud, misrepresentation, violation of law, or willful misconduct) which may result from current or past employers furnishing information which I am permitting to be released by way of this authorization.

Initials: _____

Signature: _____

Date: _____

La Mesa-Spring Valley School District
CONVICTION SUPPLEMENT – CLASSIFIED APPLICATION

PLEASE READ: It is important you be truthful in the completion of this form. A falsified application may result in disqualification, removal of name from an eligibility list and/or termination from employment (Personnel Commission Rule 40.100.3 is pertinent).

Application for (Title of Position—See Job Announcement): _____

Name: _____

Last
First
Middle Initial

Address: _____

Street
City
State
Zip

Phone (Home) _____ Phone (Cell/Other) _____

1. Are you currently a La Mesa-Spring Valley School District Employee? Yes No

2. At this time, is there any criminal complaint or indictment issued against you which alleges the commission of a sex offense as defined in Education Code section 44010 or a controlled substance offense as defined in Education Code section 44011? Yes No

3. Have you ever been convicted of any crime (felony or misdemeanor)? **This includes:** driving under the influence of intoxicating liquor and/or drugs (DUI) and/or possession of marijuana (however, exclude convictions for marijuana-related offenses for personal use more than two years old). Do not include minor traffic violations. Also, exclude any conviction that has been sealed by the court. Note: if you are unsure, please seek more information so that you answer correctly). It is important to know that a conviction will not necessarily disqualify an applicant from employment. Yes No

If you answered “yes,” to questions 2 or 3 (above), please explain fully on the back of this sheet and provide a copy of the complaint or indictment. You must answer all questions completely.

Offense (Code Section and/or legal description)	Date of Conviction (month/year)	Location of Conviction (City & State)	Please Check	
			Misdemeanor	Felony
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Declaration:

I declare that I have read and understand all the questions and statements listed above and declare under penalty of perjury under the laws of the State of California that the answers I have given are true and correct.

ELECTRONIC SIGNATURE (check box when application is submitted by e-mail):

I certify that I am the applicant named hereon and that my electronic signature (typed below) serves to attest to all statements made on this application. I agree to re-sign this document in person, when requested at a later date.

Signature: _____ **Date:** _____

LA MESA-SPRING VALLEY SCHOOL DISTRICT

Human Resources

4750 Date Avenue, La Mesa, CA 91942

(619) 668-5700

ETHNIC SURVEY FORM

The La Mesa-Spring Valley School District is required periodically to report statistical information about applicants to demonstrate that we meet equal employment opportunity requirements for race/ethnicity. The information requested will be kept separate from other application forms and test papers and will not be used to make employment decisions. Your participation is voluntary and would be greatly appreciated.

Last Name (Legal) First Name Middle Name

Date Completed Position Title

Are you Hispanic or Latino? (Select only one)

No, not Hispanic or Latino

Yes, Hispanic or Latino

The above question is about ethnicity, not race. Regardless of the selection above, please continue to answer the following by marking one or more boxes to indicate race.

Asian (2)

Chinese (2-01)

American Indian or Alaska Native (1)

Japanese (2-02)

Black or African American (6)

Korean (2-03)

White (7)

Vietnamese (2-04)

Native Hawaiian or Other Pacific Islander (3)

Asian Indian (2-05)

Hawaiian (3-01)

Laotian (2-06)

Guamanian (3-02)

Cambodian (2-07)

Samoan (3-03)

Hmong (2-08)

Tahitian (3-04)

Other Asian (2-99)

Other Pacific Islander (3-99)

Filipino (4)

FOR APPLICANTS ONLY (Note: Disclosure is voluntary):

Female Male

Age between 40-64 Yes No

Physically Handicapped Yes No

NOTICE OF FINGERPRINT REQUIREMENTS**Classified applicants**

Anyone offered employment as a classified employee, is required to submit fingerprints for a background check. Fingerprints must be submitted and cleared prior to the first day of employment. The applicant is responsible for the administrative site fee and the DOJ/FBI processing fees associated with fingerprinting.

FEES (EFFECTIVE December 1, 2012): **\$69.00**

Breakdown of process and site fees for fingerprinting

1. **\$20.00** (or \$15.00 depending on location) must be paid by the applicant to the site at the time fingerprints are taken.
2. **\$49.00** balance will be withheld through payroll deductions, once hired (at a rate of \$24.50 per month over the first two months of employment).
3. If employment is terminated prior to earning two paychecks, the entire amount of **\$49.00** will be deducted from the first paycheck.