

# EMPLOYMENT APPLICATION

**CLASSIFIED**

Kings River-Hardwick Union School District  
Cathlene Anderson, Superintendent

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

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

## APPLICATION REQUIREMENTS

- KRHUSD Application Form and Resume
- Formal Letter of Interest
- Three Letters of Reference

*See back page for application guidelines*

## PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security # XXX-XX-\_\_\_\_\_

Address \_\_\_\_\_

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

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

Fax # (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_ Cellular # (\_\_\_\_\_) \_\_\_\_\_

Have you ever worked for a school district?  yes  no

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

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

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 RECORD

*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 \_\_\_\_\_ Annual Salary \_\_\_\_\_

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 \_\_\_\_\_ Annual Salary \_\_\_\_\_  
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 \_\_\_\_\_ Annual Salary \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving position \_\_\_\_\_

### EMPLOYMENT REFERENCES

(1) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates: To \_\_\_\_\_ From \_\_\_\_\_

(2) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates: To \_\_\_\_\_ From \_\_\_\_\_

(3) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates: To \_\_\_\_\_ From \_\_\_\_\_

### 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 or 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\_\_\_\_\_

List any other business, trade or special training that relates to the position (give location and dates)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT SKILLS**

Typing (WPM) (if applicable)\_\_\_\_\_

Shorthand (WPM) (if applicable)\_\_\_\_\_

List types of computer software programs/skills you are most familiar with:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check the box of the office machines that you can operate.

- Computer  Machine Transcription  FAX  Copy Machine  Ten Key  Other

Other \_\_\_\_\_

Please list any special licenses or certifications you hold\_\_\_\_\_

\_\_\_\_\_

List languages, other than English, that you are familiar with  
*(If this position does not require bilingual skills, this question is optional)*

(1)\_\_\_\_\_  Read  Speak  Write  Fluent  Some

(2)\_\_\_\_\_  Read  Speak  Write  Fluent  Some

### APPLICATION GUIDELINES

Thank you for your interest in employment with Kings River-Hardwick Union 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, and the PAO job number located on the bottom left hand corner of announcement.
- (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 Kings River-Hardwick Union 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.
- (8) No fax applications will be accepted.

### 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

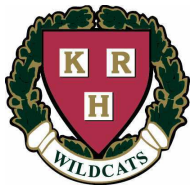
*I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that falsification, omission and/or misrepresentation of information may result in employment rescission or termination. I release from all liability persons and organizations providing information required by the process. The Kings River-Hardwick Union 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

Kings River-Hardwick Union School District  
Attention : Personnel  
10300 Excelsior Avenue  
Hanford, CA 93230  
(559) 584-4480 Ext. 313

**Equal Opportunity Employer**



## AUTHORIZATION TO RELEASE INFORMATION

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

Your signature below indicates your agreement with and acknowledgment of the following:

As an applicant for an employment position with Kings River-Hardwick School, I authorize my current and past employers and current and past work associates, including, but not limited to, supervisors, colleagues, and subordinates, to release to the Kings River-Hardwick School District any reference and employment information in my personal 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, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, if relevant to the job, and reputation among co-workers).

I expressly and without reservations waive my right to review the information collected in the reference checks.

The Kings River-Hardwick School District will maintain reference information in strictest confidence and solely for the purposes of the recruitment of the position which I have applied. Information obtained during reference check will not be provided to anyone outside the selection process.

A photocopy or a 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, THE Kings River-Hardwick School DISTRICT AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM 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 THE 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.

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Candidate's Full Name (PRINT)

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Other Last Names You Have Used (if any)

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Candidate's Signature

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Date