

## **CLASSIFIED APPLICATION INSTRUCTIONS**

Dear Applicant:

Thank you for your interest in the Evergreen School District.

Because of the number of applications being processed by this office, it will not be possible to acknowledge receipt of each application or to arrange interviews for all applicants. However, we are pleased to have your application on file and it will be reviewed when there are positions open for which you applied.

To be considered for a position, please complete the following:

1. File a complete application.
2. File a resume and/or statement of qualifications.
3. File any supporting material which would help evaluate your skills and qualifications. Letters of recommendation from current or former supervisors are encouraged.

Upon completion of the above:

1. Your application file will be reviewed with regard to your stated experience, skills and Abilities.
2. Your file will be kept in the Human Resources Department for review by our district supervisors and or principals as openings occur.
3. Interviews will be arranged with those applicants whose file states that they have the background, skills and abilities necessary.
4. Your file will be active for six (6) months.

To reactivate your file, please notify the Human Resources Department prior to the end of the six (6) month period.

Thank you again for your interest in our District and be assured that your application file will be given every consideration for position for which you apply.

Will Ector  
Director of Human Resources

TYPE or PRINT

**EVERGREEN SCHOOL DISTRICT**  
3188 QUIMBY ROAD  
SAN JOSE, CA 95148  
408-270-6800

I am available to substitute:  
yes  no

**CLASSIFIED APPLICATION**

Date \_\_\_\_\_ Position (s) applied for: \_\_\_\_\_  
\_\_\_\_\_

1. Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Current Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

2. **EXPERIENCE** Begin with most recent position.

A. Employer _____	Address _____	Phone No. _____
From _____ to _____	Duties _____	
Supervisor (s) _____	Beginning Position _____	Salary _____
Ending Position _____	Salary _____	Reason for Leaving _____

B. Employer _____	Address _____	Phone No. _____
From _____ to _____	Duties _____	
Supervisor (s) _____	Beginning Position _____	Salary _____
Ending Position _____	Salary _____	Reason for Leaving _____

C. Employer _____	Address _____	Phone No. _____
From _____ to _____	Duties _____	
Supervisor (s) _____	Beginning Position _____	Salary _____
Ending Position _____	Salary _____	Reason for Leaving _____

D. Employer _____	Address _____	Phone No. _____
From _____ to _____	Duties _____	
Supervisor (s) _____	Beginning Position _____	Salary _____
Ending Position _____	Salary _____	Reason for Leaving _____

**AN EQUAL OPPORTUNITY EMPLOYER**

Name and location of institution	From	To	Credit/Sem. Hrs.	Degree or Certification

3. **EDUCATION** List in order all educational institutions attended.

4. I am able to perform all of the tasks described in the job description with  or without  an accommodation. Please describe which tasks, if any, you will need an accommodation to perform and explain what type of accommodation you will need. For certain positions an offer of employment may be contingent upon passing a job related physical examination.

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5. **OTHER INFORMATION**

➤ Explain briefly any details qualifying you for this position. \_\_\_\_\_

➤ List types of machine, tools, technology, etc. in which you are proficient: \_\_\_\_\_

➤ Do you have a California Driver’s License? yes  no  Restricted? yes  no   
 If restricted, describe: \_\_\_\_\_

➤ Have you ever been convicted of any crime other than traffic violations? yes  no   
 Please explain. \_\_\_\_\_

Note: You will not be denied employment solely because of your criminal record.

➤ Would you work Full-Time  Part-Time  If part-time, what days or hours \_\_\_\_\_

➤ Were you previously employed by us? yes  no  If yes, when \_\_\_\_\_

➤ May we contact your current and past employers? yes  no

➤ Can you, after employment, submit verification of your legal right to work in the United States?  
 yes  no

**PLEASE LIST EMPLOYMENT REFERENCES**

NAME	POSITION	ADDRESS	PHONE NO.

I HEREBY CERTIFY that all facts set forth above in my application for employment are true and complete. Any material misrepresentation or deliberate omissions of a fact in my application may be justification for refusal of, or if employed, termination from employment with the Evergreen School District.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date