



# DESERT SANDS UNIFIED SCHOOL DISTRICT

47-950 Dune Palms Road, La Quinta, California 92253

Information: (760) 771-8695

Job Hotline: (760) 862-JOBS (5627)

Fax Number: (760) 771-8696

Website: <http://www.dsusd.us>

## CLASSIFIED EMPLOYMENT APPLICATION

### POSITION FOR WHICH APPLYING: \_\_\_\_\_

Regular Status

No Substitute Status

### INSTRUCTIONS TO APPLICANT

- A completed application is required for each classification for which applying. Applications will be accepted only for positions that are advertised (open).
- Answer all questions on the application. Use pen or typewriter. Only completed applications will be considered. You can provide information through the attachment of additional sheet(s) of paper. A résumé may be added to the application, but cannot be submitted in lieu of the completion of the application.
- Please read the job description and/or vacancy announcement associated with the classification for which you are submitting this application. Show clearly all previous work experience, education and training that qualifies you for the classification for which you are applying. The information contained on this application will be used to determine if you meet the qualifications as established and advertised for the position to which you are applying and will be used to determine your initial placement on the salary schedule upon offer of employment.
- Incomplete and/or false applications will result in the rejection of the application, removal of your name from the Eligibility List and/or dismissal from employment.
- This application must be received in the Office of Classified Personnel Services on or before the close of business on the submission deadline date as stated on the vacancy announcement in order to be considered as active and eligible for employment.
- Desert Sands Unified School District complies with the Americans With Disabilities Act. Any applicant who may require reasonable accommodations during the application process should complete the "Request for Reasonable Accommodation Form" available at the Office of Classified Personnel Services and attach it to this application. You are responsible for providing the Personnel Department with your correct mailing address and telephone number(s) for notification of testing/employment processes. The Personnel Department at Desert Sands Unified School District is not responsible for the accuracy of the information, the completion of the information and/or the ability to notify you of testing/employment processes.
- The filing of an application does not guarantee employment.

### CERTIFICATION OF ACCEPTANCE OF EMPLOYMENT CONDITIONS BY APPLICANT

I, the undersigned, hereby certify and agree to the following employment conditions:

- that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds to deny employment or for my discharge should I become employed with the school district.
- that I authorize Desert Sands Unified School District to conduct a complete background investigation and authorize the release of information in connection with my application for employment.
- that I meet the application and testing requirements in order to be considered for employment with the school district.
- that I submit to controlled substance testing if I am seeking employment to a classification covered by this requirement as mandated by law.
- that I submit to tuberculosis testing as mandated by law.
- that I submit proof of citizenship or legal work status.
- that I waive my right of access to any information obtained from a background investigation from any source and without limitation fully release the school district and its employees and the reference sources from any liability in connection with the release and use of the information.
- that I agree to sign a loyalty oath and a child Abuse Reporting Statement.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

NAME \_\_\_\_\_

First

Middle

Last

ADDRESS \_\_\_\_\_

Number

Street

Apartment Number

City

State

Zip Code

TELEPHONE NUMBER(S): HOME ( ) \_\_\_\_\_ BUSINESS ( ) \_\_\_\_\_ CELL ( ) \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

LIST ANY NAMES YOU HAVE WORKED UNDER OTHER THAN THE ONE INDICATED ABOVE \_\_\_\_\_

LIST ANY RELATIVES CURRENTLY EMPLOYED BY DESERT SANDS UNIFIED SCHOOL DISTRICT, THE DEPARTMENT(S) IN WHICH EMPLOYED, AND THEIR RELATIONSHIP TO YOU \_\_\_\_\_

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**EDUCATION:** High School Graduation or GED  Yes; If yes, Name of High School \_\_\_\_\_; Location of High School \_\_\_\_\_.  No

Higher Education Degree(s) Obtained, please list:

- Degree/Major Obtained \_\_\_\_\_ Educational Institution \_\_\_\_\_
- Degree/Major Obtained \_\_\_\_\_ Educational Institution \_\_\_\_\_
- Degree/Major Obtained \_\_\_\_\_ Educational Institution \_\_\_\_\_

Additional Education Obtained, to include higher education, business school(s), trade school(s), certificate(s), license(s):

- Additional Education Obtained \_\_\_\_\_ Educational Institution \_\_\_\_\_
- Additional Education Obtained \_\_\_\_\_ Educational Institution \_\_\_\_\_
- Additional Education Obtained \_\_\_\_\_ Educational Institution \_\_\_\_\_

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**LICENSES AND OTHER SKILLS:** Drivers License Number: \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_  
Expiration Date \_\_\_\_\_

Bilingual Skills, ability to fluently write and speak in a language other than English, please indicate the other language(s): \_\_\_\_\_  
\_\_\_\_\_

Valid First Aid Certificate:  Yes  No; if No, Ability to Obtain a Valid First Aid Certificate:  Yes  No

Valid CPR Certificate:  Yes  No; if No, Ability to Obtain a Valid CPR Certificate:  Yes  No

Keyboarding Speed \_\_\_\_\_ WPM

List Computer Equipment that you have operated \_\_\_\_\_

List Computer Software for which you are proficient \_\_\_\_\_

List all other office equipment which you have operated and are proficient \_\_\_\_\_  
\_\_\_\_\_

List any licenses that you possess \_\_\_\_\_  
\_\_\_\_\_

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**OFFENSES AGAINST THE LAW:** Prior to employment, all applicants shall be fingerprinted and a criminal history record obtained. Have you ever been convicted, pled guilty to and/or pled no contest to any criminal offense? Expungement or discharge pursuant to Penal Code section 1203.4 does not relieve you of the obligation to answer these questions truthfully when applying for a classified position. If yes, briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. Do not include minor traffic violations. A "yes" answer does not automatically disqualify you from employment. Consideration will be given to the types, dates and number(s) of offenses; current status, special factors and other factors, such as whether the offense is relevant to the duties of the position applied for may be considered. Failure to disclose a conviction shall result in immediate dismissal.

Are any criminal charges currently pending against you?  Yes; If yes, list below.  No

Is any disciplinary action pending against you in any school district?  Yes; If yes, please attach an explanation.  No

Date of Conviction	City and State of Conviction	Penal Code Number of Conviction	Legal Title of Conviction
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**WORK EXPERIENCE:** List the positions that you have held, beginning with your present or most recent position. Include all experience that may qualify you for the position. You can provide additional information through the attachment of additional sheet(s) of paper. Résumé's can be added to the application, but cannot be submitted in lieu of the completion of the application.

**Position Classification:** \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
\_\_\_\_\_

From Month/Year \_\_\_\_\_ To Month/Year \_\_\_\_\_  
Name of Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Address of Employer \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

**Position Classification:** \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
\_\_\_\_\_

From Month/Year \_\_\_\_\_ To Month/Year \_\_\_\_\_  
Name of Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Address of Employer \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

**Position Classification:** \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
\_\_\_\_\_

From Month/Year \_\_\_\_\_ To Month/Year \_\_\_\_\_  
Name of Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Address of Employer \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

**Position Classification:** \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
\_\_\_\_\_

From Month/Year \_\_\_\_\_ To Month/Year \_\_\_\_\_  
Name of Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Address of Employer \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

**Position Classification:** \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
\_\_\_\_\_

From Month/Year \_\_\_\_\_ To Month/Year \_\_\_\_\_  
Name of Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Address of Employer \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

**REFERENCES:** Provide the name and home or business address of three (3) persons not related to you who have knowledge of your character, work experience and ability.

Name	Address	Telephone Number	Business or Occupation
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

**ELIGIBILITY LIST CREDIT: VETERAN'S CREDIT** - Veteran's preference points shall be added to passing scores in open examinations in the amount prescribed by Education Code Section 45296. In order to obtain credit, the applicant must furnish satisfactory proof of qualifying military service prior to the establishment of the Eligibility List. No adjustment of rank on the Eligibility List will be made when such proof is presented thereafter. Veteran's preference points will be provided at the time of initial employment with Desert Sands Unified School District.

Are you requesting veterans credit?  **Yes**; If yes, you are required to furnish satisfactory proof of qualifying military service at this time.

**No**

**SENIORITY CREDIT**

In promotional examinations only, seniority credit shall be added to the final passing score of candidates in the amount of one-quarter (1/4) of one point for each year of service, not to exceed a total of five (5) points. Credit shall be granted for time spent in regular status in the classified service and on leave from the classified service while otherwise employed in the District. A full year's credit shall be granted to employees whose regular position is assigned on less than a calendar year basis. Credits shall be calculated for units of not less than a half year, unless greater accuracy is required in order to break ties in examination scores, and fractions of years shall not normally be counted.

Are you requesting seniority credit?  **Yes**; if yes, how many years of service are you requesting \_\_\_\_\_

**No**

**EQUAL OPPORTUNITY:** The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation, at any district site and/or activity.

**TOBACCO FREE ENVIRONMENT:** The Desert Sands Unified School District promotes a tobacco free environment; and, the use of tobacco is prohibited on District property.

**OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT:** The Desert Sands Unified School District is subject to and complies with the Omnibus Transportation Employee Testing Act. All applicants for operators of District vehicles subject to the Commercial Drivers License requirements shall be tested for controlled substances and alcohol.

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**TO BE COMPLETED BY PERSONNEL SERVICES**

**Minimum Qualification Review:**

Meets Minimum Qualifications      Reviewed by: \_\_\_\_\_      Date \_\_\_\_\_

Does Not Meet Minimum Qualifications, in the area(s) of:       Education       Experience  
 Licenses/Certificates       Other

Reviewed by: \_\_\_\_\_      Date \_\_\_\_\_      Verified by: \_\_\_\_\_      Date \_\_\_\_\_

**Minimum Qualification Review:**

Meets Minimum Qualifications      Reviewed by: \_\_\_\_\_      Date \_\_\_\_\_

Does Not Meet Minimum Qualifications, in the area(s) of:       Education       Experience  
 Licenses/Certificates       Other

Reviewed by: \_\_\_\_\_      Date \_\_\_\_\_      Verified by: \_\_\_\_\_      Date \_\_\_\_\_