

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFIED PERSONNEL APPLICATION

TYPE OR PRINT

NAME: _____
Last First Middle
 ADDRESS: _____ PHONE: _____
Street Home

City State Zip Business

Email Address Other

Position for which you are applying: _____

Education and Training:

Name & Location of School, College or University attended	Major Subject	Minor Subject	Units Completed: Semester/Quarter	Degree Earned

Special Training: (Include Military, Certificates, Specific Courses, Correspondence Schools, Adult Education, etc.)

Subject/Coursework	School or Agency

Work Experience: List your experience and work history relevant to the position for which you are applying. Enter most recent position first. Include U.S. military service and periods of unemployment. Attach resume only for additional information.

May we contact your PRESENT Employer? Yes No PAST Employer(s)? Yes No

PRESENT POSITION: _____
 NAME OF EMPLOYER: _____ FULL TIME PART TIME
 ADDRESS: _____ PHONE: _____
 SUPERVISOR'S NAME: _____ SALARY: _____
 JOB TITLE: _____ DUTIES: _____

EMPLOYED FROM (Mo./Yr.): _____ To: _____
 NAME OF EMPLOYER: _____ FULL TIME PART TIME
 ADDRESS: _____ PHONE: _____
 SUPERVISOR'S NAME: _____ REASON FOR LEAVING: _____
 JOB TITLE: _____ DUTIES: _____

EMPLOYED FROM (Mo./Yr.): _____ To: _____

NAME OF EMPLOYER: _____ FULL TIME PART TIME

ADDRESS: _____ PHONE: _____

SUPERVISOR'S NAME: _____ REASON FOR LEAVING: _____

JOB TITLE: _____ DUTIES: _____

EMPLOYED FROM (Mo./Yr.): _____ To: _____

NAME OF EMPLOYER: _____ FULL TIME PART TIME

ADDRESS: _____ PHONE: _____

SUPERVISOR'S NAME: _____ REASON FOR LEAVING: _____

JOB TITLE: _____ DUTIES: _____

Availability for employment: Full-time Part-time Temp./Substitute Date Available: _____

If offered employment, can you furnish documentation that verifies your identity and right to work in the United States? Yes No

Have you ever worked under another name? If yes, enter name(s): _____

Have you ever been a member of the Public Employee's Retirement System (PERS) through previous public agency or state employment?
Yes No If yes, give approximate dates: From-_____ To-_____

Have you ever been convicted of any felony or misdemeanor other than a minor traffic violation(s)? Yes No

NOTE: A CONVICTION RECORD WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT;
HOWEVER, FAILURE TO ADMIT IS CAUSE FOR DISQUALIFICATION.

Has your driver's license ever been suspended or revoked? (Job related only.) Yes No

Explain here or on an attached page any items for which you have marked "yes" _____

Are you a Veteran? Yes No

Veterans who become eligible for employment by attaining the final passing mark established for eligibility are allowed additional point credits. Verification of discharge must be attached and submitted with this application.

I HEREBY CERTIFY that all information I have given on both sides of this application is true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

Signature of Applicant _____ Date _____

Return this application in person to: 10530 Mather Blvd., Sacramento, CA 95655
Return this application by mail to: P.O. Box 269003, Sacramento, CA 95826-9003
916-228-2332 www.scoe.net

VOLUNTARY SELF-IDENTIFICATION FORM

Sacramento County Office of Education is asking all applicants to complete this form to comply with the United States Government equal employment opportunity requirements. California government code §1233 permits employers to solicit a voluntary declaration of sex, and racial/ethnic group information from its applicants. Data collected will be used for statistical purposes and to measure effectiveness of recruiting efforts. Information you provide will not be used in any way as part of the employment process and will be confidential. We appreciate your cooperation in providing this information.

Name (Last, First, Initial)

Position/Examination Title

Date

CHECK APPROPRIATE RESPONSE FOR EACH QUESTION:

Gender Information: Female Male

Age Information: Under 20 20-39 over 40

Ethnicity: Check only one applicable category below. If more than one applies, choose the category that best identifies your racial/ethnic background.

Native American
Alaskan Native A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent; e.g., Chinese, Japanese, Asian Indian, Korean, Vietnamese, Bangladeshi, Burmese, Cambodian, Hmong, Indonesian, Laotian, Malayan, Okinawan, Pakistani, Sri Lankan, Thai, Asian not specified.

Filipino A person having origins in any of the original peoples of the Philippine Islands.

Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

African-American A non-Hispanic person having origins in any of the Black racial groups of Africa.

Caucasian A white, non-Hispanic person having origins in any of the original peoples of Europe, North Africa, or the Middle East; e.g., England, Portugal, Egypt, and Iran.

Pacific Islander A person having origins in any of the original peoples of the Polynesian Islands.

Language Ability (other than English): Fluent in _____

Can use in conversation _____ Can read with understanding _____

Recruitment Source: As an evaluation of County Office's recruitment sources, you are requested to indicate the method(s) by which the position announcement was communicated to you:

County Announcement newspaper friend or relative walk-in recruitment other _____

Do you have any disability that may limit your ability to perform the position applied for? If yes, what can be done to accommodate your limitation? NO YES (Please explain on back.)

I understand that the information I have given was completely voluntary and I concur with the purpose of this form.