

Indian Diggings School
6020 Omo Ranch Rd.
Somerset, CA 95684
Phone- 530-620-6546
Fax- 530-620-8690

Grant W. Coffin
Superintendent/Principal/Teacher

Indian Diggings School District

APPLICATION FOR EMPLOYMENT

Office use only:
Date Received

Position(s) Desired:

Name:

Last

First

MI

Address:

Street or PO Box

City

State

Zip

Email:

Phone:

Cell Phone:

1. Can you perform the job related functions with or without reasonable accommodations? Yes No
If you are a person with a disability and need special accommodations to participate in the application process, please contact Indian Diggings at 530-620-6546

2. Are you on leave or retired from another district? If yes, what district? Yes No

3. Are you receiving retirement benefits from the PERS or STRS Retirement System? Yes No

4. Have you received a Golden Handshake retirement from another district within the past 5 years? Yes No

5. If employed, can you furnish verification of your legal right to work in the United States? Yes No

6. Have you been a resident of California for the past 5 years? Yes No

7. Have you been previously employed by this office in a regular, temporary or substitute capacity? Yes No
If yes, please list department, position and dates employed:

8. Are you a veteran of the Armed Forces? Yes No If yes, please attach a copy of form DD214

9. Are you available to work: Full Time Part Time Substitute

The following questions are for informational purposes in order to assure compliance with the county Superintendent's Nepotism Policy SP4216. A PDF copy of this policy may be obtained at :www.edcoe.org, on the Superintendent's Office and Board of Education page under Board Policies

1. Are you related to any current Indian Diggings District Employee, including the Superintendent, County Board member, or Personnel Commission member? Yes No **If no, skip to question 9**

2. If "yes", please explain the nature of relationship as follows:

Name of relative and job title:

3. Relative's work site or location:

4. Approximate length of time relative has been employed by Indian Diggings:

5. Are you currently living with the relative named above?: Yes No

6. Is the named relative dependent upon you for support or income in any way?: Yes No
If "yes" please explain

7. Are you dependent upon the named relative for support or income in any way?: Yes No
If "yes" please explain:

8. Do you have any contractual or Financial relationship(s) of any kind with the named relative?: Yes No
If "yes" please explain:

9. Do you possess a valid Class C California Driver's License: Yes No

10. If applying for a Driver's position, do you possess a California School Bus Driver's Certificate?: Yes No

11. Please tell us where you learned about this vacancy:

12. If you were referred by an Employee, please provide their name:

Record of Educational and Professional Preparation

Name of High School:			Graduated with a Diploma	GED
Name of Institution	Location	Dates of Attendance	Degree & Subject/Major	Date Granted

For Certificated Applicants

Credential/Permits Held:

Type	Authorization	Expiration Date

Record of Work Experience

List most current employer first. Please do not write in refer to resume, you may attach a resume to this application; however, if this area is not completed, your application will not be accepted. Please use a separate block for each job title (even those with the same employer). Show exact job title and specific duties which you performed. Show all experience applicable to position. Include any volunteer activities, military training and school experience (if applicable).

Current Employer: _____ **Dates Employed:** _____

Your Job Title: _____

Job Duties: _____

Supervisor: _____ Phone Number: _____

Reason for Leaving: _____

Previous Employer: _____ **Dates Employed:** _____

Your Job Title: _____

Job Duties: _____

Supervisor: _____ Phone Number: _____

Reason for Leaving: _____

Previous Employer: _____ **Dates Employed:** _____

Your Job Title: _____

Job Duties: _____

Supervisor: _____ Phone Number: _____

Reason for Leaving: _____

Professional References

Name: _____ Phone Number: _____

Organization/Company: _____

Title: _____ Email Address: _____

Name: _____ Phone Number: _____

Organization/Company: _____

Title: _____ Email Address: _____

Name: _____ Phone Number: _____

Organization/Company: _____

Title: _____ Email Address: _____

Additional Questions

Do you have any experience working in a program serving children ages birth to 5 years old?

List languages, other than English, that you are familiar with:

Please list any special skills and qualifications that you possess (typing WPM, Dictation WPM, Sign Language, Braille or similar system, etc.)

List the computer programs, word processing, spread sheets, etc., that you are proficient using:

If the position for which you are applying states "RESTRICTED", it requires that you currently have or have had a child enrolled in a Child Development Program, e.g., Head Start, Children's Center. Please list the child's name, dates of enrollment, and program:

List any additional information that you believe qualifies you for this position:

Legal Information

The following information is **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies. Failure to disclose a conviction will disqualify you from employment. Explain all "YES" answers in the box below the question

PLEASE READ THE FOLLOWING INFORMATION

A conviction may not necessarily disqualify you from the job for which you have applied; however, failure to disclose a conviction will disqualify from employment. Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. (Note: Exclude convictions for marijuana-related offenses more than two years old.) If you do not understand question #1, or are unsure how to answer it, please ask a Personnel Services Representative.

If you answer "YES", list all convictions including but not limited to convictions for "driving under the influence" and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667-6© and 1192.7©, regardless of the age of the conviction.

1. Have you ever been convicted of a crime, or do you currently have a criminal charge pending? Yes No
If you answered "Yes", Please explain:

2. Have you ever been dismissed or asked to resign from any position: Yes No
If you answered "Yes", Please explain:

3. Will you need any reasonable accommodation to participate in the hiring process? Yes No
If you answered "Yes", please explain below

The County Board of Education and Superintendent are committed to equal opportunity for all individuals in education. County Office of Education programs and activities shall be free from discrimination based on gender, gender identity or expression, or genetic information, race, color, age, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sex, sexual orientation; or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

My submission of this application authorizes Indian Diggings School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district/County Office and reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify 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 for failure to employ or for my discharge should I become employed with Indian Diggings.

Signature :

Date: