



**PALO ALTO UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCE CENTER**

**Palo Alto Unified School District · 25 Churchill Avenue · Palo Alto, California 94306  
Telephone: (650) 329-3957 FAX: (650) 329-3901 Web: [www.pausd.org](http://www.pausd.org)  
email: [classhr@pausd.org](mailto:classhr@pausd.org)**

Dear Applicant:

Thank you for your interest in the Palo Alto Unified School District.

We carefully screen completed applications to select candidates for personal interviews. Be sure to send a complete application form so that you will be considered for the open position. If you have a résumé and letter(s) of recommendation, please submit with your completed application. If you will be changing your address or telephone, list a permanent address and phone number through which we can reach you.

Should you need further information please call (650) 329-3957 or email at [classhr@pausd.org](mailto:classhr@pausd.org).

Sincerely yours,

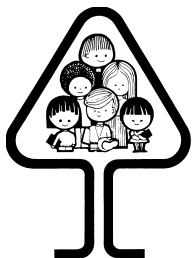
Secretary/Recruiting Analyst  
Human Resource Center



**PALO ALTO UNIFIED SCHOOL DISTRICT  
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HIRING PROCESS**

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1. Completed applications received by the "final filing date" will be considered for open job positions.
2. The applications are screened by the Human Resource Center and by the supervisor of the open position. Based on screening results, applicants will be selected for testing.
3. Test results are given to the supervisor. The supervisor recommends candidates for interview. Those candidates selected for interview will be notified by telephone and scheduled accordingly.
4. Results of interviews will be communicated within two days by telephone.
5. Offers of employment will be made after reference checks have been completed generally within two days of the interview date.



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EMPLOYMENT APPLICATION

Palo Alto Unified School District · 25 Churchill Avenue · Palo Alto, California 94306  
Telephone: (650) 329-3957 FAX: (650) 329-3901 email: classhr@pausd.org

Position you are applying for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(First) (Middle) (Last) Social Security Number: (Optional)

Present Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_  
(Home) (Work) (Cell/Alternate phone number)

Fluent Languages (other than English): \_\_\_\_\_

Have you ever worked for PAUSD before?  No  Yes If yes, indicate dates of employment, department/school and positions held: \_\_\_\_\_

After employment, can you submit verification of your legal right to work in the United States?:  No  Yes

Have you ever been convicted by any court of law for a violation of the law?  No  Yes Conviction is not an automatic bar to employment in all cases. Each case is treated individually.

If yes, explain giving dates, etc.: \_\_\_\_\_

Do you have relatives employed at PAUSD?

No Department/School: \_\_\_\_\_  
 Yes If yes, give name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever been a member of the Public Employees' Retirement System or State Teachers' Retirement System?

If yes, give dates: \_\_\_\_\_ Funds withdrawn?  No  Yes  
 No  Yes Agency: \_\_\_\_\_ Retired from PERS/STRS?  No  Yes Date: \_\_\_\_\_

Do you have a valid Driver's License?

State: \_\_\_\_\_ License No. \_\_\_\_\_ Class \_\_\_\_\_ A B C M Expiration Date: \_\_\_\_\_

Are you seeking full-time or part-time employment:

Full-time only I will accept part-time employment:  2 Hrs/day  3 Hrs/day  4 Hrs/day  5 Hrs/day  6+ Hrs/day  
(Check all part-time options that you would accept)

Will you work hours other than 8 to 5?  No  Yes Will you work weekends or overtime?  No  Yes  
Preferred hours: \_\_\_\_\_

Computer applications that you use: \_\_\_\_\_

Keyboarding Speed: \_\_\_\_\_ Shorthand Speed: \_\_\_\_\_

Highest grade completed:  GED  HS Diploma  AA or equivalent  BA/BS  MA/MS  Post graduate  
(If no college degrees earned how many units were completed): \_\_\_\_\_ Major course of study: \_\_\_\_\_

Name/location of last high school attended: \_\_\_\_\_

Name of college(s) or university(ies): \_\_\_\_\_

Do you hold a credential of any kind?  No  Yes If so, specify: \_\_\_\_\_

List business, trade or special training you have had and list any experience you have had in working with children if applicable (give location and dates): \_\_\_\_\_

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**Employment History** List most recent employment first. Include periods of unemployment.

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Employer	Start date	End date	May we contact this employer?
			<input type="checkbox"/> No <input type="checkbox"/> Yes

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Street address	City, State and Zip code	Phone
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Supervisor's name	Present or final position title	Initial position title
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Position description

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Reason for leaving

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Employer	Start date	End date	May we contact this employer?
			<input type="checkbox"/> No <input type="checkbox"/> Yes

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Street address	City, State and Zip code	Phone
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Supervisor's name	Present or final position title	Initial position title
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Position description

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Reason for leaving

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Employer	Start date	End date	May we contact this employer?
			<input type="checkbox"/> No <input type="checkbox"/> Yes

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Street address	City, State and Zip code	Phone
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Supervisor's name	Present or final position title	Initial position title
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Position description

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Reason for leaving

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Have you ever been dismissed from a position?  No  Yes If yes, give details.

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**List three persons (other than a relative) who are well acquainted with you who will serve as professional or personal references:**

Name	Address	Phone
1.		
2.		
3.		

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**For PAUSD Personnel Only:**

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I give my permission to have my personnel file reviewed by the Interview Committee:  No  Yes

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**Certificate of Applicant (Read carefully before signing):**

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement of material facts will cause forfeiture of my eligibility for employment.

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Signature of Applicant

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Date



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TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

I hereby authorize you to release to Palo Alto Unified School District any and all records of my services/education and to release any other information concerning me, whether personal or otherwise.

Furthermore, I hereby release your organization from all liability for any damage which might result by furnishing said information.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Printed Name*

\_\_\_\_\_

*Witness*