



**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 or Email: classhr@pausd.org**

Re: CLASSIFIED APPLICATION

Dear Classified Applicant:

Thank you for your interest in applying for a position with the Palo Alto Unified School District.

We carefully screen applications to select candidates for consideration of a job opening. A job opportunity may also require you to take a test and participate in a personal interview. Be sure to submit a completed and signed application form so that you will be considered for the open position. If you have a résumé and letter(s) of recommendation, please include them with your application.

Should you need further information please call (650) 329-3957 or email your questions to classhr@pausd.org. We look forward to assisting you further with the application process.

Sincerely yours,

Secretary/Recruiting Analyst
Human Resource Center



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APPLICATION AND HIRING PROCESS

SUBMISSION OF APPLICATION

Completed applications may be faxed to (650) 329-3901, emailed as attachments to classhr@pausd.org, or sent via U.S. mail to the Palo Alto Unified School District, Classified Human Resources, 25 Churchill Avenue, Palo Alto, CA 94306. *Only applications received by the close of the work day on the "final filing date" will be considered for open job positions.*

SCREENING AND TESTING

The applications are screened by the Human Resource Center and by the supervisor of the open position. Based on screening results, applicants may be selected for testing. Test results are given to the supervisor. The supervisor recommends candidates for interview.

INTERVIEWS

Those candidates selected for interview will be notified by email or telephone and scheduled accordingly. Results of interviews will be communicated by telephone in a timely manner.

OFFER OF EMPLOYMENT

Offers of employment will be made after reference checks have been completed, generally within a week of the interview date.



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Position you are applying for:

Date:

Personal Information

Name: (First) (Middle) (Last)

Address: (Number and Street) (City) (State) (Zip)

Telephone: (Home) (Cell) (Email Address)

I have worked for PAUSD before:

Yes No: If yes, indicated dates of employment, department/school and positions:

I am fluent in languages other than English:

Yes No: If yes, list languages:

Have you ever been convicted for a violation of the law? Yes No:

This includes a conviction based on a plea of no contest, of any felony or misdemeanor in California or any other places and includes any set aside & dismissed per 1203.4.
Please note: Conviction is not an automatic bar to employment in all cases. Each case is treated individually. If yes, please explain giving dates, etc.:

Do you have relatives employed at PAUSD?

Yes No: If yes, give name, department/school and relationship:

Public Employees' Retirement System or State Teachers' Retirement System:

Retired PERS/STRS Yes No Current member of PERS/STRS Yes No

Do you have a valid Driver's License?

Yes No: 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)

Work shift availability:

7:30 a.m. to 5:00 p.m. 2:00 p.m. to 11:00 p.m. Saturdays Sundays Overtime Preferred Hours: _____
(Check all part-time options that you would accept)

List computer applications that you use:

MS Word: N/A Basic Advanced
Excel: N/A Basic Advanced

Name/Location of last high school attended:

Name/Location of college(s) or university(ies):

Highest diploma/degree completed: None GED HS Diploma AA BA/BS MA/MS Post graduate

Degree Major(s):

(Or credits earned)

Do you hold a credential or job-related certificates of any kind? Yes No

If yes, 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):

Employment History List most recent employment first. Include periods of unemployment.**Please note: The following information is required. Submission of a résumé only is not sufficient.**

Employer	Start date	End date	<input type="checkbox"/> Yes <input type="checkbox"/> No May we contact employer?
Street Address	City, State and Zip Code		Area Code + Phone
Supervisor's name	Present or Final Position	Initial Position	
Position description			
Reason for leaving			

Employer	Start date	End date	<input type="checkbox"/> Yes <input type="checkbox"/> No May we contact employer?
Street Address	City, State and Zip Code		Area Code + Phone
Supervisor's name	Present or Final Position	Initial Position	
Position description			
Reason for leaving			

Employer	Start date	End date	<input type="checkbox"/> Yes <input type="checkbox"/> No May we contact employer?
Street Address	City, State and Zip Code		Area Code + Phone
Supervisor's name	Present or Final Position	Initial Position	
Position description			
Reason for leaving			

Have you ever been released, or resigned in lieu of release, from a position? Yes No

If yes, please explain:

References

List three persons, other than relatives, who are well-acquainted with you and serve as professional or personal references.

Name	Address	Area Code + Current Phone

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.

Date

Signature of Applicant

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TO: *(The address will be completed by Human Resources)*

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.

Applicant's Signature

Date

Applicant's Printed Name

*Witnessed by Human Resource Personnel
upon receipt by HR Classified*