

**CLASSIFIED**  
Application  
*Please fill and print*

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
435 Hillcrest Avenue, Pacific Grove, CA 93950  
Tel: 831-646-6507 Fax: 831-646-6527  
E-mail: personnel@pgusd.org Website: www.pgusd.org

rev:34/2039

Date: \_\_\_\_\_

**Application for the position of:** \_\_\_\_\_

**NOTE:** Complete both sides of this form fully and accurately. This information will be used to determine your eligibility for employment, and to evaluate your education and experience as part of any examination you may take. If you are hired, this application will become a part of your personnel file.

The Civil Rights Act of 1964 prohibits discrimination in employment practices because of race, color, religion, sex, or national origin. P.O. 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age.

Name: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
*Street City State Zip*

Phone Number: \_\_\_\_\_  
*Home Cell*

How long at the above address: \_\_\_\_\_ email: \_\_\_\_\_

Are you, or have you ever been a member of the California State Employees' Retirement System? Yes No

Do you have a valid driver's license? Yes No **If Yes**, from what state? \_\_\_\_\_ Number: \_\_\_\_\_

Could you work: Full-Time: Part-Time: Specify days/hours: \_\_\_\_\_

Were you previously employed by us? Yes No **If Yes**, when: \_\_\_\_\_ Position: \_\_\_\_\_

If hired, when are you available to start? \_\_\_\_\_

Have you ever been convicted for anything other than a minor traffic violation? YES NO  
(**If YES**, explain in writing the circumstances and attach the statement to this application.)

**OFFICE USE ONLY**

Test: Date: Score: WPM:

Eligibility:

Interviewed: By:

Date: Activity Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECORD OF EDUCATION**

rev: 14/2039

Name & Address of High School, and any College or University Education	Course of Study	Years Completed	Graduation Date	Diploma or Degree

Please list other experiences, skills, or qualifications which you feel would especially fit you for this job with the District:

\_\_\_\_\_

\_\_\_\_\_

<b>Typing Speed:</b> _____ wpm	<b>Computer Skills:</b> Word Processing Spreadsheet DataBase E-mail	Other (specify):
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**LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH THE MOST RECENT**

Period of employment	Job title and most important duties performed	Name, address and telephone of previous employer and Supervisor's Name
<b>1)</b> From: _____ To: _____ _____ Total: _____ Yrs. & _____ Mos. Full-time: _____ Part-time: _____ Hours per week: _____	Title: _____ Duties: _____	Reason for leaving: _____
<b>2)</b> From: _____ To: _____ _____ Total: _____ Yrs. & _____ Mos. Full-time: _____ Part-time: _____ Hours per week: _____	Title: _____ Duties: _____	Reason for leaving: _____
<b>3)</b> From: _____ To: _____ _____ Total: _____ Yrs. & _____ Mos. Full-time: _____ Part-time: _____ Hours per week: _____	Title: _____ Duties: _____	Reason for leaving: _____
<b>4)</b> From: _____ To: _____ _____ Total: _____ Yrs. & _____ Mos. Full-time: _____ Part-time: _____ Hours per week: _____	Title: _____ Duties: _____	Reason for leaving: _____

May we contact the employers listed above? Yes      No

If NO, indicate by number which one(s) you do not want contacted:

**I hereby declare** that the statements in this application are true and complete to the best of my knowledge and I authorize investigations of all statements contained herein. I hereby release from any liability all persons and organizations furnishing such information. I agree to submit to physical examination and to conform to District regulations concerning TB examinations. I understand that I will be subject to dismissal if any statement in this application is found to be untrue.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_