



SANTA ANA UNIFIED SCHOOL DISTRICT

1601 E. Chestnut Avenue
Santa Ana, California 92701
PHONE: (714) 558-5723

Administrative Employment Application

Instructions:

Mail the following to the above address attention:

Director of Certificated Personnel

1. Letter of application
2. Employment application (type or use black ink)
3. Resume
4. CBEST Verification

Qualified applicants will have their file kept active for six months.

If you wish to reactivate your file after six months, you must contact us.

Current openings are listed on the 24 hour job line. **JOB LINE: (714) 558-5627**,
www.sausd.k12.ca.us or www.edjoin.org.

Santa Ana Unified School District is a Nondiscrimination in Employment/Title IX Employer

Name _____ Social Security Number _____
Last Maiden AKA First MI

Permanent Address _____
Number Street

_____ Phone # () _____
City State Zip A/C Telephone

Message # () _____
A/C Telephone

APPLYING FOR:

Currently Advertised Position: _____
Position Title

Are you Bilingual? Yes No If yes, what language _____

Driver's License # _____ State _____ Expiration Date _____
 (If required for position)

ACADEMIC PREPARATION

Degree	Date		College/University	City & State	Major	Minor
	Mo	Yr				

REFERENCES

List the individuals you are using as references. (Not relatives)

Reference's Name	Current Position	Present Work or Home Address	Phone #
1. _____			
2. _____			
3. _____			
4. _____			

NAME

(OFFICE USE ONLY)

DATE

PERSONAL DATA

Are you able to perform the essential functions of the position? If no, briefly describe. Yes No

Have you ever been convicted by any court of any offense other than minor traffic violations? Yes No

(If yes, please explain. A record of conviction may not disqualify you, but failure to itemize all convictions may result in disqualification or dismissal.)

Have you ever been discharged, forced to resign or rejected during a probationary period from any employment within the last ten years? If yes, give name and address of employer, reason for each release and dates of employment on a separate sheet and attach.

Yes No

PREVIOUS EMPLOYMENT RECORD

List most recent first!

<hr/> Name of District	Dates of Employment From: _____ To: _____
<hr/> Street Address	Applicant Job Title/Duties: _____ _____
<hr/> City, State, Zip	Monthly Salary: _____
<hr/> Name of Supervisor	Reason for Leaving: _____ _____
<hr/> Telephone Number of Supervisor	
<hr/> Name of District	Dates of Employment From: _____ To: _____
<hr/> Street Address	Applicant Job Title/Duties: _____ _____
<hr/> City, State, Zip	Monthly Salary: _____
<hr/> Name of Supervisor	Reason for Leaving: _____ _____
<hr/> Telephone Number of Supervisor	

PREVIOUS EMPLOYMENT RECORD (continued)

List most recent first!

<p>_____ Name of District</p> <p>_____ Street Address</p> <p>_____ City, State, Zip</p> <p>_____ Name of Supervisor</p> <p>_____ Telephone Number of Supervisor</p>	<p>Dates of Employment From: _____ To: _____</p> <p>Applicant Job Title/Duties: _____ _____</p> <p>Monthly Salary: _____</p> <p>Reason for Leaving: _____ _____</p>
<p>_____ Name of District</p> <p>_____ Street Address</p> <p>_____ City, State, Zip</p> <p>_____ Name of Supervisor</p> <p>_____ Telephone Number of Supervisor</p>	<p>Dates of Employment From: _____ To: _____</p> <p>Applicant Job Title/Duties: _____ _____</p> <p>Monthly Salary: _____</p> <p>Reason for Leaving: _____ _____</p>
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CERTIFICATION AND RELEASE

I certify that I made true, correct and complete statements and answers on this application with the knowledge that such statements and information may be relied upon by the Santa Ana Unified School District in considering my application for employment. I affirm that I have no other purpose in applying for a job with the "District." I understand that any misrepresentation or omission on this application, other documents, or at any time during the application process, will be sufficient grounds for the District to deny my application for employment or for the District to discharge me should I become employed by the District.

I understand that the District will retain this application and other documents pertaining to the application process for six (6) months, and that I am solely responsible for notifying the District, in writing, of any changes in this application, or to any other documents I have submitted prior to the deadline pertaining to the application process, that have occurred since the date of signing this application.

My signature below authorizes the District to conduct a background investigation concerning any and all information cited by me in connection with my application for employment. Further, I authorize any person, agency, or other entity contacted by the District to release any information to the District with respect to my application for employment with the District and I release any person, agency, or entity which releases information from any liability in connection with such release of information or its authorized use.

Signature

Date