



EMPLOYMENT APPLICATION  
**CLASSIFIED**  
 Mark Twain Union Elementary School District  
 981 Tuolumne Ave. / PO Box 1359  
 Angels Camp CA 95222

**POSITION DESIRED** \_\_\_\_\_

**APPLICATION REQUIREMENTS**

- ◆ MTUESD Application Form
- ◆ Formal Letter of Interest
- ◆ Copy of AA Degree or NCLB Certificate (for Special Education Paraeducator Applicants)
- ◆ Resume
- ◆ Three Current Letters of Reference

◆ See back page for application guidelines ◆

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_ Cellular # (\_\_\_\_\_) \_\_\_\_\_

Have you ever worked for a county office of education?  yes  no  
 Have you ever worked for a school district?  yes  no

If YES, when, where and in what capacity \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

Are you related to any employee of this organization?  yes  no If YES, list name and relationship to you \_\_\_\_\_

Have you been dismissed or asked to resign from any position?  yes  no  
 If YES, a letter of explanation must accompany application.

How many jobs have you held in the past ten (10) years? \_\_\_\_\_

**EMPLOYMENT RECORD**

List all paid experience in chronological order, most recent first. Please account for all gaps in employment.

(1) Employer \_\_\_\_\_

Address \_\_\_\_\_ Position Title \_\_\_\_\_

Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

(2) Employer \_\_\_\_\_  
Address \_\_\_\_\_ Position Title \_\_\_\_\_  
Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving position \_\_\_\_\_

(3) Employer \_\_\_\_\_  
Address \_\_\_\_\_ Position Title \_\_\_\_\_  
Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving position \_\_\_\_\_

**PERSONAL / PROFESSIONAL REFERENCES**

(1) Personal Reference \_\_\_\_\_ Address \_\_\_\_\_  
Phone # (\_\_\_\_\_) \_\_\_\_\_  
(2) Professional Reference \_\_\_\_\_ Address \_\_\_\_\_  
Phone # (\_\_\_\_\_) \_\_\_\_\_

**EDUCATION and TRAINING**

Check the appropriate box, if you possess one of the following:  
 High School Diploma       GED Certificate       High School Proficiency Certificate

Give highest grade or educational level achieved \_\_\_\_\_

(1) Name of College or University \_\_\_\_\_  
Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

(2) Name of College or University \_\_\_\_\_  
Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

List any other business, trade or special training that relates to the position (give location and dates)  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT SKILLS**

Typing (WPM) (if applicable) \_\_\_\_\_

Shorthand (WPM) (if applicable) \_\_\_\_\_

What type of computer system are you most familiar with?     IBM     Macintosh

List Word Processing Software in which you are proficient.

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

List Accounting/Spreadsheet Software in which you are proficient.

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

List other computer software you have used.

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

Check the box of the office machines that you can operate.

- Computer     Machine Transcription     FAX     Copy Machine     Ten Key     Other

Other \_\_\_\_\_

Please list any special licenses or certifications you hold \_\_\_\_\_

\_\_\_\_\_

List languages, other than English, that are familiar to you  
*(If this position does not require bilingual skills, this question is optional)*

(1) \_\_\_\_\_

(2) \_\_\_\_\_

- Read     Speak     Write     Fluent     Some

- Read     Speak     Write     Fluent     Some

### APPLICATION GUIDELINES

Thank you for your interest in employment with the Mark Twain Union Elementary School District. Please keep in mind the following important suggestions as you prepare your application

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name, position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. Personnel CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of the Mark Twain Union Elementary School District. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.
- (8) No fax applications will be accepted.

### REQUIRED APPLICANT STATEMENT

- (1) Have you ever been convicted of a felony or a misdemeanor?  Yes  No  
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. If YES, a letter of explanation must accompany your application.
- (2) Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No
- (3) Do you object to the contacting of references other than those provided?  Yes  No
- (4) I have read the job description and can perform the essential functions of the position with or without reasonable accommodation.  Yes  No
- (5) I understand that I must pass a drug test, a background check and a physical test prior to employment.  Yes  No

*I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Mark Twain Union Elementary School District reserves the right to disregard any application which is not fully complete and signed by the applicant.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO

Mark Twain Union Elementary School District  
Personnel  
PO Box 1359 / 981 Tuolumne Ave.  
Angels Camp, CA 95222  
(209) 736-1855  
Email Address lsmith@mtwain.k12.ca.us  
**Equal Opportunity Employer**

### NONDISCRIMINATION

The Mark Twain Union Elementary School District does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, or sexual orientation. No person shall be denied employment solely because of any impairment that is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. Will you need any reasonable accommodation to participate in the hiring process?

Yes   
No

If so, what accommodations will be needed: