

PLEASE READ!

IMPORTANT INSTRUCTIONS FOR COMPLETING THIS FORM.

INFORMATION FOR APPLICANTS

Because your eligibility to participate in this selection process will be largely determined on the basis of the information provided in the initial application procedure, it is essential that your application and its supporting records be completed and accurate in every respect. Resumes and vitas are part of the application process; however, a completed application form is required in order for you to be considered for the position. Therefore, do not use the phrase “see resume” or similar in the application or you will be subject to disqualification from the screening process.

To assist you in this procedure, we are providing these instructions for preparing the enclosed application materials:

- a. Applications are to be filed only by persons who meet all of the required qualifications as indicated in the job specifications. Please review the job announcement brochure before completing the application.
- b. For the sake of clarity, every item should have either an entry or the word “none” or “not applicable.”
- c. Letters of recommendation from prior employers, supervisors, and/or training instructors are desirable and should accompany the application. They will assist in evaluating your overall qualifications.
- d. Illegible or incomplete applications will not be processed. Please use care when filling out this application.

The Monte Rio Union School District is proud to support the principles of Equal Employment Opportunity and Affirmative Action and does not illegally discriminate against applicants on any basis protected by law.

MONTE RIO UNION SCHOOL DISTRICT

Position Applied For:	
Name:	Date:
Address:	
Home Telephone:	Cell Phone:

Home Telephone:	Cell Phone:
Date Available for Employment:	

ALL SCHOOL EMPLOYEES ARE REQUIRED TO BE TESTED FOR TUBERCULOSIS AND MUST PRESENT EVIDENCE OF FREEDOM FROM THE DISEASE.
SOCIAL SECURITY CARD AND VERIFICATION OF EMPLOYMENT ELIGIBILITY WILL BE REQUIRED AT TIME OF EMPLOYMENT.

EDUCATION AND TRAINING

HIGH SCHOOL Name and Location:	
Did you graduate?	
JR. COLLEGE Name and Location:	
Course of Study	Degree or Certificate:
OTHER COLLEGE OR UNIVERSITY Name and Location:	
No. of years:	Did you graduate?
Course of Study:	Degree or certificate:

OTHER COLLEGE OR UNIVERSITY Name and Location:	
No. of years:	Did you graduate?
Course of Study:	Degree or certificate:
OTHER COLLEGE OR UNIVERSITY Name and Location:	
No. of years:	Did you graduate?
Course of Study:	Degree or certificate:

EMPLOYMENT HISTORY: List all jobs and any periods of unemployment in the last ten years. Include military service.

Current or Most Recent Employment

Your Position Title:	Full time Part time
Employer:	
Employer's Address:	
Employment Dates: From _____ To _____	
Major Duties	
Reason for Leaving	
Immediate Supervisor:	Phone Number:

Reason for Leaving	
Immediate Supervisor:	Phone Number:

Former Employer

Your Position Title:	Full time Part time
Employer:	
Employer's Address:	
Employment Dates: From _____ To _____	
Major Duties	
Reason for Leaving	
Immediate Supervisor:	Phone Number:

Former Employer

Your Position Title:	Full time Part time
Employer:	
Employer's Address:	
Employment Dates: From _____ To _____	
Major Duties	
Reason for Leaving	
Immediate Supervisor:	Phone Number:

VOLUNTERR/NON-PAID EXPERIENCE: Describe any pervious volunteer or non-paid service which is related to the positions you are seeking or which made use of similar job skills. Specify nature of work performed, organization and length of service.

QUALIFICATIONS FOR POSITION: Please summarize what you believe are the knowledge, skills, and abilities you've acquired and the experiences you've had that make you feel well qualified to serve in the advertised position. (You may omit this section if your cover letter provides this information.)

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REFERENCES: List five individuals who are best able to attest to your qualifications and overall candidacy for employment

Name	Daytime Telephone
Current Position/Title	Company
Address	
Describe relationship to you (example: supervisor, co-worker, friend, etc.)	

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Address	
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