



ORCUTT Union School District

Where a Dedicated Staff Means Kids Come First

BOARD OF TRUSTEES
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HOLLY EDDS, Ed.D.
District Superintendent
JOSEPH DANA
Assistant Superintendent
SUSAN SALUCCI
Assistant Superintendent
SANDRA KNIGHT, Esq.
Assistant Superintendent

Dear Applicant:

RE: APPLICATION FOR CLASSIFIED MANAGEMENT POSITION

Thank you for the interest you have shown in the Orcutt Union School District. In order to be considered for an opening, we ask that you submit the following items to: **Orcutt Union School District, Human Resources, 500 Dyer St. Orcutt, CA 93455.**

- _____ Complete Application for Classified Employment
- _____ Cover Letter (addressed to: Susan Salucci, Assistant Superintendent/Human Resources)
- _____ Current Resume
- _____ Three (3) Current Letters of Recommendation
- _____ Three (3) Personal Reference, including Cell Phone Numbers
- _____ Transcripts
- _____ Proof of Valid California Driver's License

It is the responsibility of the applicant to assure that the District receives his/her application file. Only those candidates whose application files are complete will be considered. Upon selection, proof of American citizenship or right to work legally in the United States and background check will be required.

For information regarding the District, check our website at: www.orcutt-schools.net. If you have any questions, please do not hesitate to contact the Human Resources Office at 805-938-8914.

Sincerely,


Susan Salucci
Assistant Superintendent
Human Resources



ORCUTT Union School District

Position(s) applying for: _____

Where a Dedicated Staff Means Kids Come First

Application for Classified Employment

Date: _____

The minimum legal age requirement for employment is 18, or an individual with either a work permit or a high school diploma. If hired, applicant will be required to submit proof of US citizenship or legal US residence. Each applicant selected for regular employment will be required to (a) be fingerprinted at the employee's expense, (b) to provide social security number, (c) to swear or affirm allegiance in writing to the United States and to the State of California and (d) to furnish proof of a current negative intradermal tuberculin test.

In the event an applicant has a disability which will affect their ability to take any qualifying written test, the applicant is to inform the district prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing formats. Applicants will not be penalized in the selection process for requesting accommodation. The District reserves the right to require medical documentation concerning the need for the accommodation.

This application is part of the examination process. An incomplete application may disqualify the applicant from employment. Please complete all sections legibly. Failure to answer truthfully is cause to be barred from employment or dismissal.

Name: _____ Phone: _____

Address: _____ Alternate phone: _____

Email address: _____ Social Security number: _____-_____-_____

Education

School	Name and Location	No. Years	Degree or Diploma
High School			
Junior College			
College or University			
Trade School			

Have you ever worked for Orcutt Union School District? ____ Yes ____ No

If yes, what was your position and when: _____

Your name while employed, if different from above: _____

(For each question answered "yes," explain in writing and submit with this application)

Please list any Foreign Languages you can speak, read or write fluently: _____

Veterans may claim credit for service by presenting proof of service to the Classified Personnel Office at the time of oral interview

Licenses and Certificates (complete only if driver's license or other certificate is required for position for which you are applying)

Do you hold a valid California Motor Vehicle Operator's license? ____ Yes ____ No Number: _____

Have you ever had your license suspended? ____ Yes ____ No (If yes, explain in writing and submit with application)

Do you hold a current First Aid/CPR certificate? ____ Yes ____ No If yes, expiration date: _____

Any other certificates: _____

NOTE: This page must be completed. **Submission of a resume does not replace this page**

Experience: Read the Experience requirements in the job description before completing this section. Begin with your **most recent** experience. List all experience (paid or volunteer) which may help to qualify you for the position you are seeking. If you need more space, attach a separate sheet.

Employer: _____ Name of Immediate Supervisor: _____

Dates of Employment: From: _____ To: _____ Full Time: _____ Part Time: _____

City: _____ State: _____ Phone: _____

Duties: _____

Reason for leaving: _____ May we contact employer: _____ Yes _____ No

Employer: _____ Name of Immediate Supervisor: _____

Dates of Employment: From: _____ To: _____ Full Time: _____ Part Time: _____

City: _____ State: _____ Phone: _____

Duties: _____

Reason for leaving: _____ May we contact employer: _____ Yes _____ No

Employer: _____ Name of Immediate Supervisor: _____

Dates of Employment: From: _____ To: _____ Full Time: _____ Part Time: _____

City: _____ State: _____ Phone: _____

Duties: _____

Reason for leaving: _____ May we contact employer: _____ Yes _____ No

Experience (continued)

Have you ever been discharged from employment or resigned under unfavorable circumstances? ___ Yes ___ No

If yes, please explain: _____

Are you available for temporary work? If yes, availability start date: _____

References Please list persons not related to you who are familiar with your professional success and/or moral character.

Name	Address	Phone

I certify that I have carefully reviewed this application and all statements made hereon are true and correct to the best of my knowledge. I understand that any misrepresentation of facts contained in this application is cause for rejection of application, removal from eligibility list, or dismissal.

I hereby authorize Orcutt Union School District to contact any of my former employers or any references provided.

Signature of Applicant

Date

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates.

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****



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BP 4119.11(a) BP 4219.11(a) BP 4319.11(a) **SEXUAL HARASSMENT**

The Board of Trustees prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against districts employees or other persons who complain, testify or otherwise participate in complaint process established pursuant to this policy and administrative regulation. This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the District's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint. Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

For further information or to file a complaint, please contact:

Susan Salucci
Assistant Superintendent, Human Resources
Discrimination/Equity & Title IX Compliance Office
500 Dyer Street, Orcutt, CA 93455
(805) 938-8909 ssalucci@orcutt-schools.net