

CLASSIFIED SERVICE EMPLOYMENT APPLICATION PROCEDURES AND INFORMATION

OFFICE OF PERSONNEL SERVICES
PERSONNEL COMMISSION
GARDEN GROVE UNIFIED SCHOOL DISTRICT
10331 Stanford Avenue
Garden Grove, CA 92840-6353

Dear Applicant:

Your interest in employment with the Garden Grove Unified School District is appreciated. In order to assist you in obtaining your goal, we ask that you read these instructions and trust that they aid you in achieving successful selection. Good luck and best wishes!

The Personnel Commission

APPLICATION PROCEDURE: Official application forms and related materials must be fully completed and returned to this office no later than the deadline date given on the Job Announcement Bulletin. For each position for which you apply, you should submit one completed application form, and the Conviction History/Confidential Data Form. Any additional forms in the application packet also should be completed.

COMPLETING YOUR APPLICATION: When completing your application, it is important to remember the following:

1. Use only the current application material obtainable at the District Office reception area or from our Web site: www.ggusd.k12.ca.us
2. Be sure the application is readable. Print or type it in **black ink**.
3. See that your application material is complete and correct on both sides before you sign it. Incomplete applications will be rejected.
4. Complete a separate application packet for each position for which you are applying.

MINIMUM QUALIFICATIONS: The minimum requirements are noted in the Job Announcement Bulletin. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT **CLEARLY** INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET. The information you give will be subject to review and verification. Remember, it is your responsibility to assure that your application includes sufficient detail for us to determine your qualifications. Your completed application is part of the testing and selection process. Feel free to attach additional sheets if necessary.

DEADLINE FOR FILING YOUR APPLICATION: If a last day for filing is shown on the vacancy notice, your application and any additional material you need to submit **MUST BE IN THE OFFICE OF PERSONNEL SERVICES BY 5 P.M. ON THE LAST DAY FOR FILING.** LATE APPLICATIONS CANNOT BE ACCEPTED. The applicant is responsible for assuring that a mailed application is received in the office on time.

RECORD OF CRIMINAL CONVICTIONS: Having a record of convictions will not necessarily disqualify you for a position with the Garden Grove Unified School District. However, false or incomplete answers will result in rejection of your application or dismissal from employment. Fingerprints will be required prior to employment and will be checked through the Federal Bureau of Investigation and the California Department of Justice. The Conviction History Form must be completed and turned in with your application forms.

CHANGES OF NAME, ADDRESS, OR PHONE NUMBER: Changes of name, address, or phone number should be reported immediately. Notify the Office of Personnel Services by mail or telephone as soon as possible.

LISTING OF EXPERIENCE AND EDUCATION: Include all experience and education as required by the application. It will be necessary for you to list the payroll title for each job at which you have been employed. Also, specify the dates served on each job, the total years and months spent in each position, and the salary received. Specific course work, where required by the Job Announcement Bulletin, should be clearly indicated. If necessary, attach additional sheets.

APPEAL OF REJECTION: If your application is rejected and you feel it was misinterpreted, you may appeal for administrative review. This must be done by contacting the Office of Personnel Services, in writing, with your reasons within seven (7) calendar days following receipt of your notice of disqualification.

AFTER AN OFFICIAL OFFER OF EMPLOYMENT HAS BEEN MADE YOU WILL BE REQUIRED TO:

1. Take an Oath or Affirmation of Allegiance.
2. Obtain a negative T.B. examination.
3. Be fingerprinted and cleared.
4. Provide proof of your right to legally work in this country.
5. Some positions may require that you also pass a physical examination.

FOR QUESTIONS ABOUT YOUR APPLICATION:

Please call (714) 663-6000, or visit the Office of Personnel Services at the Garden Grove Unified School District Education Center, 10331 Stanford Avenue, Garden Grove, California 92840-6353

EDUCATIONAL RECORD: 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
 (Circle Highest Grade Completed)

HIGH SCHOOL:

GRADUATE: YES NO GED

(Last Attended) _____ Name _____ City, State _____

NAME AND LOCATION OF COLLEGES OR TRADE SCHOOLS ATTENDED	DATES ATTENDED		MAJOR	TOTAL UNITS		DEGREE OR CERTIFICATE	DATES GRANTED
	FROM	TO		SEM.	QTR.		

WORK HISTORY

Read the experience requirements in the job announcement before completing this section. **Begin with your most recent job. List all jobs, including any military service, and any periods of unemployment in the past ten years.** Also, list any jobs you held more than ten years ago which relate to the duties or qualifications of the job for which you are applying. Be sure to include the number of hours per week that you worked. You may also list any volunteer experience which relates to the job for which you are applying. You may attach additional pages if necessary. Resumes may be attached, but are not a substitute for completely filling out the application.

From: Mo Yr	Your Title:	Name of Present or Last Employer:
	Your Duties:	
To: Mo Yr		Street Address/City/State/Zip Code:
Salary Per Month		Supervisor's Name & Title:
Hours Per Week		Supervisor's Telephone:
	Reason for Leaving:	
From: Mo Yr	Your Title:	Name of Present or Last Employer:
	Your Duties:	
To: Mo Yr		Street Address/City/State/Zip Code:
Salary Per Month		Supervisor's Name & Title:
Hours Per Week		Supervisor's Telephone:
	Reason for Leaving:	
From: Mo Yr	Your Title:	Name of Present or Last Employer:
	Your Duties:	
To: Mo Yr		Street Address/City/State/Zip Code:
Salary Per Month		Supervisor's Name & Title:
Hours Per Week		Supervisor's Telephone:
	Reason for Leaving:	
From: Mo Yr	Your Title:	Name of Present or Last Employer:
	Your Duties:	
To: Mo Yr		Street Address/City/State/Zip Code:
Salary Per Month		Supervisor's Name & Title:
Hours Per Week		Supervisor's Telephone:
	Reason for Leaving:	

MAY WE CONTACT YOUR **PRESENT** EMPLOYER FOR A REFERENCE? YES NO **PREVIOUS** EMPLOYER? YES NO

CERTIFICATE OF APPLICANT: I hereby certify that all statements made in this application are true and complete, and that any misstatement of material facts will subject me to disqualification or dismissal. I hereby authorize the Garden Grove Unified School District to perform a pre-employment review of the information on my application. I release from all liability any persons or organizations furnishing information.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

CLASSIFIED SERVICE CONFIDENTIAL DATA FORM

OFFICE OF PERSONNEL SERVICES
PERSONNEL COMMISSION
GARDEN GROVE UNIFIED SCHOOL DISTRICT

The information on this form will ensure that our selection processes are non-discriminatory and will be utilized only for statistical purposes. This form will be kept separate from the application and at no time will the information be available to any persons involved in the hiring process. Completion of this side of the form is voluntary. Your cooperation is appreciated.

NOTE: COMPLETION OF THE CONVICTION HISTORY INFORMATION ON THE OPPOSITE SIDE OF THIS FORM IS MANDATORY.

(PLEASE PRINT WITH BLACK INK OR TYPE)

Position For Which You Are Applying: _____ Application Date: _____

Name: _____ Social Security #: _____
Last First Middle

Address: _____ Birthdate: _____
Street City State Zip

PLEASE CHECK THE APPROPRIATE BOXES:

SEX: U.S. CITIZENSHIP

- M** - Male **C** - U.S. Citizen
 F - Female **N** - Non-U.S. Citizen

Do you have a disability?

- Y** - Yes **N** - No

VETERAN STATUS: SERVICE DATES: _____ / _____ / _____
FROM / TO

- A** - World War II Veteran (12/07/41 - 12/31/46)
 B - Korea Veteran (06/27/50 - 01/31/55)
 C - Vietnam Veteran (08/05/64 - 06/30/75)
 D - Persian Gulf (08/02/90 - Present)
 E - Disabled Veteran (Disability Rating _____)
 F - Non-Veteran

ETHNIC IDENTIFICATION

Please check *only one* of the following:

- A** - Asian/Pacific Islander
 B - Black, not of Hispanic origin
 H - Hispanic
 I - American Indian/Alaskan Native
 U - Decline to State
 W - White, not of Hispanic origin

REFERRAL SOURCE

Please check *only one* of the following:

- 1** - Vacancy Bulletin
 2 - Referred by Current Employee: _____
 3 - Orange County Register
 4 - Los Angeles Times
 5 - Job Fair/Outplacement Event
 6 - State Employment Development Dept. - EDD
 7 - GGUSD Job Hotline
 8 - Community org./Church/Union
 9 - Internet Web site: _____
 10 - Walk-In
 11 - Other: _____

