



Val Verde Unified School District

Human Resources

Certificated and Classified Employment Information Sheet

Employment Application Information

Employment applications are accepted only for current job vacancies and must be received by Human Resources by the posted closing date and time. Postmarks will not be accepted. Applicants are required to submit a separate employment application for each position.

Applicants are encouraged to accurately describe their qualifications in detail on the application. Do not type or write in "see resume". Information required on the employment application must be listed.

Applications received without the signature of applicant will be considered incomplete and will automatically be disqualified during the screening process. Applications which do not meet the minimum requirements of the position will also be disqualified during the screening process for example, experience and education.

❖ Certificated Applicants

All interested applicants must submit the following:

- ✓ Employment Application
- ✓ Letter of Interest
- ✓ Resume
- ✓ Placement File or three current reference letters
- ✓ Copy of Credential

Classified Applicants

Testing

All classified positions require specific qualifications in terms of skill, knowledge, and ability. Applicants are tested in accordance with the specific qualifications needed for one to be successful in the respective position.

Applicants deemed qualified will be invited to take the District's exam. Applicants are expected to be on time for all scheduled testing. All exams are timed. Late arrivals disrupt the testing process and will not be allowed to take the exam. Please be prompt!

All clerical and secretarial applicants will be required to successfully pass a typing test. If required for the position, a shorthand or dictaphone test will also be administered during the testing process.

For more information, contact:

Val Verde Unified
School District
Human Resources
975 West Morgan Street
Perris, CA 92571
(951) 940-6100

Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.
Closed holidays and weekends.

You may request a District map for the exact locations of our school sites.

Job Hotline/Website

For a current listing of job vacancies, please visit our website at www.valverde.edu or phone our Job Hotline

Dial (951) 940-6100
Dial 1 for further instructions.

Employment

In order to meet compliance with the Immigration Reform and Control Act of 1986, all persons hired will be required to show proof of their identity and the right to work in the United States. All new district employees will be required to produce a social security card and current driver's license (or an official identification card). New employees are required to be clear from tuberculosis and will be fingerprinted (both requirements are conditions of employment).

❖ District Profile

The District encompasses fifty-seven square miles and serves Approximately 19,578 students in grades K-12. The District currently has twenty-one school sites which exemplify the pride we take in providing our students and staff with a clean and safe place to learn and work.

❖ Schools

12 Elementary Schools (K-5th)
1 Preschool Program
4 Middle Schools (6th-8th)
2 High Schools (9th-12th)
1 Alternative High School
1 Student Success Academy
1 Virtual School

Professional references: If you are not registered with the placement office, include only those who have knowledge of your teaching experience, i.e., Superintendent, Principal, Student Teaching Master Teachers.

Name: _____ Position: _____ Phone: _____
Name: _____ Position: _____ Phone: _____

Experience: Beginning with your current or most recent position, list all positions you have previously held during the last ten (10) years, including volunteer service or military. If necessary, you may use additional sheets of paper.

Job Title: _____	From: _____	To: _____	Total (Years & Months): _____
Name of Organization: _____	Address: _____		
Type of Organization: _____	Name of Supervisor: _____	Phone: _____	
Salary \$: _____	Hours worked per week: _____	Specific duties: _____	
Reason for leaving: _____			
May we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why not? _____			

Job Title: _____	From: _____	To: _____	Total (Years & Months): _____
Name of Organization: _____	Address: _____		
Type of Organization: _____	Name of Supervisor: _____	Phone: _____	
Salary \$: _____	Hours worked per week: _____	Specific duties: _____	
Reason for leaving: _____			
May we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why not? _____			

Job Title: _____	From: _____	To: _____	Total (Years & Months): _____
Name of Organization: _____	Address: _____		
Type of Organization: _____	Name of Supervisor: _____	Phone: _____	
Salary \$: _____	Hours worked per week: _____	Specific duties: _____	
Reason for leaving: _____			
May we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why not? _____			

Job Title: _____	From: _____	To: _____	Total (Years & Months): _____
Name of Organization: _____	Address: _____		
Type of Organization: _____	Name of Supervisor: _____	Phone: _____	
Salary \$: _____	Hours worked per week: _____	Specific duties: _____	
Reason for leaving: _____			
May we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why not? _____			

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that any false statements will subject me to disqualification or dismissal, if hired.

SIGNATURE _____ DATE _____

Val Verde **UNIFIED SCHOOL DISTRICT**
HUMAN RESOURCES

Date: _____

Position: _____

Recruitment Number: _____

To comply with statistical information on applicant flow patterns requested by the Federal Equal Opportunity Commission (41 CFR 60-2.12); we would appreciate your **voluntary** cooperation in providing the following information. This form will be detached from your application and used for statistical reporting requirements **only**.

Race/Ethnicity:

PLEASE CHECK APPROPRIATE BOX

- | | | |
|--|--|---|
| <input type="checkbox"/> 50 – American Indian | <input type="checkbox"/> 36 – Filipino | <input type="checkbox"/> 65 – Puerto Rican |
| <input type="checkbox"/> 30 – Asian | <input type="checkbox"/> 69 – Guamanian | <input type="checkbox"/> 37 – Saian Indian |
| <input type="checkbox"/> 39 – Asian-Other | <input type="checkbox"/> 68 – Hawaiian | <input type="checkbox"/> 42 – Samoan |
| <input type="checkbox"/> 20 – Black/African American | <input type="checkbox"/> 60 – Hispanic | <input type="checkbox"/> 64 – South American |
| <input type="checkbox"/> 29 – Black-Other | <input type="checkbox"/> 21 – Jamaican | <input type="checkbox"/> 44 – Thai |
| <input type="checkbox"/> 35 – Cambodian | <input type="checkbox"/> 31 – Japanese | <input type="checkbox"/> 22 – Trinidadian |
| <input type="checkbox"/> 66 – Central American | <input type="checkbox"/> 34 – Korean | <input type="checkbox"/> 33 – Vietnamese |
| <input type="checkbox"/> 62 – Chicano | <input type="checkbox"/> 71 – Laotian | <input type="checkbox"/> 23 – West Indian |
| <input type="checkbox"/> 32 – Chinese | <input type="checkbox"/> 63 – Latino | <input type="checkbox"/> 10 – White/Caucasian/Anglo |
| <input type="checkbox"/> 67 – Cuban | <input type="checkbox"/> 41 – Malayan | <input type="checkbox"/> 40 – Minority Not Covered |
| <input type="checkbox"/> 43 – Eskimo/Aluet | <input type="checkbox"/> 61 – Mexican-American | <input type="checkbox"/> 99 – Other Unspecified |

Male Female

Age 40-65

Handicapped