



CHICO UNIFIED SCHOOL DISTRICT

Administrative Offices
Classified Human Resources
1163 East 7th Street, Chico, CA 95928
(530) 891-3000 | F: (530) 891-3211

CLASSIFIED SUBSTITUTE EMPLOYMENT APPLICATION

Chico Unified School District is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to race/color, religious creed, national origin/ancestry, age, mental or physical disability, sex, sexual orientation, gender identity, veteran status, marital status, or medical condition.

All information requested on the application form must be completed accurately. If you have trouble completing the application, ask the office staff for assistance.

LAST NAME	FIRST NAME	MI	HOME PHONE
ADDRESS			CELL PHONE
CITY	STATE	ZIP	EMAIL

CLASSIFICATION(S) FOR WHICH YOU ARE APPLYING (please check no more than 3):

- | | | |
|---|--|---|
| <input type="checkbox"/> Substitute Cafeteria Assistant | <input type="checkbox"/> Substitute Campus Supervisor | <input type="checkbox"/> Substitute Clerical |
| <input type="checkbox"/> Substitute Custodian | <input type="checkbox"/> Substitute Delivery Worker | <input type="checkbox"/> Substitute Grounds Worker |
| <input type="checkbox"/> Substitute Health Assistant | <input type="checkbox"/> Substitute Instructional Assistant/Paraprofessional | <input type="checkbox"/> Substitute Library Media Assistant |
| <input type="checkbox"/> Substitute Maintenance Worker | <input type="checkbox"/> Substitute Preschool Assistant | <input type="checkbox"/> Substitute Licensed Nurse |
| <input type="checkbox"/> Substitute Passenger Van Driver | <input type="checkbox"/> Substitute Transportation Aide | <input type="checkbox"/> Substitute School Bus Driver |
| <input type="checkbox"/> Substitute Targeted Case Manager | | <input type="checkbox"/> Other: _____ |

PART 1 – PERSONAL HISTORY

- Have you retired from one of the following retirement programs?
 - CalSTRS Yes No
(If yes, you can **ONLY** apply as a Substitute Instructional Assistant/Paraprofessional)
 - CalPERS Yes No
(If yes, please **STOP** and contact Human Resources at (530) 891-3000 x 20240 to complete the Retired Annuitant Screening)
- Have you been convicted of a crime? (Conviction shall mean a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court. Conviction shall not include an arrest or detention that did not lead to a conviction, but rather to referral to and/or participation in any pretrial or post trial diversion program.) Omit (1) minor traffic offenses; and, (2) minor marijuana convictions over two years old (convictions for violations of Health and Safety Code sections 12357(b) or (c), 11364, 11365 or 11550 or statutory predecessors, as they related to marijuana).
 Yes No (If yes, please explain below)
- Are you currently out on bail or on your own recognizance pending trial? Yes No (If yes, explain below)
- Do you have any physical or mental condition that may limit your ability to perform any of the duties set forth in the job description for the position for which you are applying?
 Yes No (If yes, explain what the District could do to accommodate any such limiting factor)



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5. **Do you need a reasonable accommodation to participate in the hiring process?**
 Yes No (If yes, explain what the District could do to accommodate you)

6. **Are you over 18 years of age?** Yes No
a. **If no, can you submit a work permit after you are hired?** Yes No

PART 2 – RELEVANT EDUCATION/TRAINING

Instructions: The District wants to know about any education and/or training you possess that has helped develop your knowledge and skills required for the classification for which you are applying. List all related training, i.e.: military, business schools, formal college course work, training seminars, self-taught, on-the-job, formal or informal, etc. Attach pages if needed for additional education. Also, list any pertinent licenses or certificates you possess related to or required by this job classification.

- School/College/Organization Attended _____
Address _____
Dates attended: _____ Graduated: Yes No
Course/Class/Seminar Titles: _____
- School/College/Organization Attended _____
Address _____
Dates attended: _____ Graduated: Yes No
Course/Class/Seminar Titles: _____
- License(s)/Certification(s) – *Based on the classification(s) for which you are applying, please attach copies of relevant licenses and/or certificates.*

PART 3 – RELEVANT EMPLOYMENT EXPERIENCE

Instructions: Give complete information for each previous employment (full-time, part-time, paid, unpaid, and/or volunteer) pertinent to the classification(s) for which you are applying. Your thoroughness in providing this information will be of benefit to you during the selection process. Use additional pages if needed.

1. Employer _____ Address _____
Job Title _____ Start Date _____ End Date _____
Reason for Separation _____ Hrs/Week _____
Supervisor's Name/Work Phone Number _____ Current Employer Please don't contact

Describe typical tasks/duties you performed, knowledge/skills required, as completely and concisely as possible.

2. Employer _____ Address _____
Job Title _____ Start Date _____ End Date _____
Reason for Separation _____ Hrs/Week _____
Supervisor's Name/Work Phone Number _____ Current Employer Please don't contact



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Describe typical tasks/duties you performed, knowledge/skills required, as completely and concisely as possible.

3. Employer _____ Address _____

Job Title _____ Start Date _____ End Date _____

Reason for Separation _____ Hrs/Week _____

Supervisor's Name/Work Phone Number _____ Current Employer Please don't contact

Describe typical tasks/duties you performed, knowledge/skills required, as completely and concisely as possible.

Please tell us how you heard of this substitute recruitment:

Butte College CSU, Chico CUSD Employee EdJoin Employment Development Dept Other: _____

Please provide the days/hours you are available to work:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Upon employment are you willing to:

- Yes No Authorize CUSD to forward your fingerprint report to the DOJ and FBI?
- Yes No Undergo a Tuberculosis (TB) evaluation?
- Yes No Have your phone number released to CUSD employees?

PART 4 – REFERENCES

Please provide three references that we can contact via phone or email. If you cannot provide professional references, which are preferred, please use individuals to which you are not related and have known at least one year.

1. First & Last Name: _____

Job Title/Relationship: _____

Phone Number: _____ Email: _____

2. First & Last Name: _____

Job Title/Relationship: _____

Phone Number: _____ Email: _____

3. First & Last Name: _____

Job Title/Relationship: _____

Phone Number: _____ Email: _____



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My submission of this application authorizes the school to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me. Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

SIGNATURE

DATE