

**Geyserville Unified School District**  
**CERTIFICATED / ADMINISTRATION**  
**EMPLOYMENT APPLICATION**

**RETURN TO:** District Administrative Assistant, GUSD  
1300 Moody Lane, Geyserville, CA 95441  
(707) 857-3592



*An Equal Opportunity Employer*

**PLEASE READ:** Please submit this application with all information requested. Include all required documentation, as indicated in the related position announcement. Paper copies of the application must be typed or completed in **blue** ink. This application is available in a fillable PDF format for your convenience. Additional sheets may be included with the submitted application when a field or section does not have enough space for a complete response. **Do not** write "See Resume" or similar comment on any field.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
                            First                            Middle Initial                            Last

Current Mailing Address: \_\_\_\_\_  
  Address  City  State  Zip

Permanent Address: \_\_\_\_\_  
  Address  City  State  Zip

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you lived in California for the last 12 months?  Yes  No    Do you wish to claim Veteran's Preference?  Yes  No  
Can you, after offer of employment, submit proof of United States citizenship?  Yes  No    ← *If no, please attach explanation.*

**Position for which you are applying:** \_\_\_\_\_

Are you willing to work:  Full Time  Part Time  Substitute    Specify maximum hours per day available: \_\_\_\_\_ hours  
Can you perform all job functions of this position with or without reasonable accommodations?  Yes  No

Are you over the age of 18?  Yes  No    Do you have a valid California Driver License?  Yes  No  
  \*Subject to verification    License Type/Class \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Typing Speed (if applicable): \_\_\_\_\_ WPM    List any other position-related skills: \_\_\_\_\_

Current Certifications or Proficiency Exams:    Type: \_\_\_\_\_ Expires: \_\_\_\_\_  
\*Please provide certificate or result copies.    Type: \_\_\_\_\_ Expires: \_\_\_\_\_

Are you or have you ever been a member of the Public Employee's Retirement System (PERS)?  Yes  No

Are you or have you ever been a member of the State Teacher's Retirement System (STRS)?  Yes  No

Have you ever previously worked in any Sonoma County school?  Yes  No

If under a different name, please state name: \_\_\_\_\_

Are any members of your immediate family employed within our district?  Yes  No

Have you been convicted in the past 10 (ten) years of a crime, other than a minor traffic infraction?  Yes  No

\*Conviction does not necessarily disqualify you from employment. You need not disclose convictions that have been judicially sealed, expunged, or statutorily eradicated.

Have you ever been dismissed, or asked to resign, from any position?  Yes  No

Are any members of your immediate family employees of/regular volunteers at the school district?  Yes  No

\* If "yes" to any of the questions in this section, please explain the circumstances of each by attaching a written statement to the end of this application.

**EDUCATION**

Name and Location of School	Degree / Diploma	Major	Minor
High School	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Certificate		
College / Trade School / Other	<input type="checkbox"/> Degree _____ <input type="checkbox"/> Other _____		
College / Trade School / Other	<input type="checkbox"/> Degree _____ <input type="checkbox"/> Other _____		

Number of semester units of graduate work beyond BA or BS degree: \_\_\_\_\_

Do you fluently speak a second language?  Yes  No If yes, what language(s)? \_\_\_\_\_

The district-wide work environment is culturally diverse and inclusive of minority groups and multi-ethnic programs.

Do you have specific qualifications that have prepared you to work well in this context?  Yes  No

*\*If so, please attach a brief explanation with your application.*

**EMPLOYMENT  
RECORD**

List all previous employment experiences for the past 10 years, with the most recent position first.  
**Please attach additional pages as necessary.**

From Month/Year	To Month/Year	Position Title & Duties	Name & Address of Employer	Contact Person & Current Phone Number	Reason for Leaving <small>*Attach additional explanation if needed</small>

May we contact your current / most recent employer?  Yes  No  Yes, but please notify me before contacting him/her.

**REFERENCES**

Please provide a **MINIMUM** of three (3) references. Include only those individuals who could provide insight into your personal demeanor and work style such as supervisors, co-workers and friends.

**DO NOT include family members or relatives.**

Name & Title	Address	Email & Phone Number	Years Known	Reference Type
				<input type="checkbox"/> Personal <input type="checkbox"/> Professional
				<input type="checkbox"/> Personal <input type="checkbox"/> Professional
				<input type="checkbox"/> Personal <input type="checkbox"/> Professional

*By signing below, I HEREBY CERTIFY that all statements made on this application and any attached statements or records are true, accurate, complete and correct to the best of my knowledge. I understand that this application and any attached records or statements become the property of the district, which can accept or reject such documents. If selected for employment, I agree to rules, requirements, policies and regulations in place at any time before or during employment, including fingerprinting and medical exams. I authorize investigation of all statements herein recorded. I authorize the district to conduct work history, reference and police record investigations. I understand employment is subject to verification of any such information. I release from all liability persons and organizations reporting information required by this application.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*It is a policy of the Geyserville Unified School District not to discriminate on the basis of sex, age, religion, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, or physical disability in the recruitment and employment of personnel. District employees work in drug-free/smoke-free environment.*