

**APPLICATION FOR TEMPORARY/SUBSTITUTE EMPLOYMENT—CLASSIFIED**

Return to: Human Resources, 1300 17th St. CITY-CENTRE, Bakersfield, CA 93301-4533  
An Equal Opportunity Employer

Date: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Telephone Numbers: \_\_\_\_\_  
Home Business Cell

**Personal Information**

Are you bilingual?  Yes  No If yes, state language(s) spoken \_\_\_\_\_

Do you wish to claim Veterans's Preference?  Yes  No If yes, please submit Form DD-214

Do you have any relatives working for the Kern County Superintendent of Schools?  Yes  No

If yes, state name(s) and relationship:

\_\_\_\_\_

Are you over the age of 18? .....  Yes  No

If no, hire is subject to verification.

Are you legally eligible to work in the United States? .....  Yes  No

Have you been previously employed with the Office of the Kern County Superintendent of Schools? ....  Yes  No

(list under Employment History) If yes, from \_\_\_\_\_ to \_\_\_\_\_

If you have ever worked under a different name, please state name: \_\_\_\_\_

*Each prospective employee must undergo a background clearance through the Department of Justice prior to employment. Fingerprint clearance is pursuant to Education Code section 45125(a) as amended by AB 1610, Stats 1997.*

For each question answered "yes," a completed Criminal Records Response form must be attached.

Have you ever been convicted of a misdemeanor? .....  Yes  No

Have you ever been convicted of a felony? .....  Yes  No

Have you ever entered a plea of No Contest or Guilty to a misdemeanor? .....  Yes  No

Have you ever entered a plea of No Contest or Guilty to a felony? .....  Yes  No

*A conviction will not necessarily disqualify you from employment.*

**Education**

Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of years completed  1  2  3  4

Diploma:  Yes  No G.E.D.:  Yes  No High School Proficiency Exam:  Yes  No

School \_\_\_\_\_ City/State \_\_\_\_\_

College and/or Vocational School: Number of years completed  1  2  3  4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned \_\_\_\_\_

Employment History

Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Applicants that do not clearly meet the minimum required experience will be rejected.

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Company Name \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Describe your duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving and explanation: \_\_\_\_\_

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Company Name \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Describe your duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving and explanation: \_\_\_\_\_

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Company Name \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Describe your duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving and explanation: \_\_\_\_\_

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Company Name \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Describe your duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving and explanation: \_\_\_\_\_

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Please provide any other information that you feel will help us in considering your application for employment.

References

Please list two persons, who are not related to you, who can provide professional references.

Name	Address	Phone Number	Relationship/Occupation	Years Known

I hereby certify that all statements made in this application are true. I authorize the Office of Mary C. Barlow, Kern County Superintendent of Schools to investigate my references, work record, education, and other matters related to my suitability for employment. I also authorize the references and my prior employers to disclose to the Office Mary C. Barlow, Kern County Superintendent of Schools any and all letters, reports, and other information related to my professional and personal background, without giving me prior notice to such disclosure. I agree and understand that any misstatement of material facts herein will cause (a) rejection of my application and (b) forfeiture on my part to any employment or payment as an employee in the service of the Office of Mary C. Barlow, Kern County of Superintendent of Schools. I further agree to be fingerprinted, to submit to a complete medical examination, and upon employment, to furnish such proof of age and citizenship as may be directed.

\_\_\_\_\_

Signature of Applicant (Mandatory) Date