



**CLASSIFIED IN-HOUSE APPLICATION**

THIS APPLICATION MUST BE RETURNED TO THE PERSONNEL OFFICE PRIOR TO THE CLOSING DATE/TIME LISTED ON THE VACANCY ANNOUNCEMENT. LATE APPLICATIONS WILL NOT BE CONSIDERED.

TYPE or PRINT using blue or black ink only. Incomplete applications will **not** be considered. This application is part of the screening process and must be dated, signed and completed in its entirety.

## PERSONAL INFORMATION

Home Phone #    (       )                      Cell Phone #    (       )

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HUSD Site/Dept	From	To	Position	Reason for Leaving	Supervisor/Title	Phone #

If you have been employed by HUSD for less than five (5) years, list your three (3) positions prior to working for HUSD.

Employer/Address	From	To	Position	Reason for Leaving	Supervisor/Title	Phone #

### **EDUCATION**

High School Diploma? ☐ YES ☐ NO

If "NO", then GED earned? ☐ YES ☐ NO

Univ./Trade/Vocational School (Name and Address)	#Years attended or Degree earned	Major area of Study	Minor area of Study

Other language proficiency:	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
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Can you perform the essential functions of the position for which you are applying with or without reasonable accommodations? [A "NO" answer need NOT be explained at this time.] ☐ YES ☐ NO

### **CONVICTION RECORD**

Have you ever been convicted of a felony or a misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury, or a conviction that has been judicially dismissed or ordered sealed, including expungements granted pursuant to the Penal Code Section 1203.4. (Note: Exclude convictions related to the use of marijuana that are over two years old. California Labor Code section 432.8 prohibition on asking about marijuana convictions does not apply to Health and Safety Code section 11359 (possession of marijuana for sale) and Health and Safety code section 11378 (possession of a specific controlled substance.)

If "Yes" list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c). ☐ YES ☐ NO

If you answered "YES", please complete the following: (Attach additional sheet if necessary.)

Conviction(s)	Date of Conviction(s)	State
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I declare that the information contained herein is true and correct and is subject to verification by HUSD before, during or after my employment. I also understand that any misrepresentation and/or omission of any material fact herein may subject me to disciplinary action. I hereby authorize HUSD to contact any of my former employers, and I authorize those employers to release any information concerning my employment.

Signature	Date
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The Hesperia Unified School District is a SMOKE FREE workplace.

The District is also an Equal Opportunity Employer and does not discriminate in its hiring practices on the basis of actual or perceived race, religion, age, sex, sexual orientation, parental status, pregnancy, color, national origin, ancestry, ethnicity, physical or mental disability, medical condition, genetic information military and veteran status, gender, gender identity gender expression, or marital status. Complaints alleging discrimination in hiring practices should be directed to Danny Polmounter, Assistant Superintendent of Personnel Services, Hesperia Unified School District, 15576 Main St., Hesperia, CA 92345.

Modified 6/2023