



**APPLICATION FOR EMPLOYMENT
COLLEGE STUDENT AIDE**

Return to: College Student Aide Desk
Special Projects Services
1515 Hughes Way, Long Beach
(562) 997-8002

INSTRUCTIONS: This application is part of your evaluation and any and all attachments become the property of the Long Beach Unified School District. Answer all questions completely and accurately.

Social Security Number

All statements are subject to verification. You may be disqualified for any false statement. Please print legibly in ink. The application will be kept for one year. It is your responsibility for updating address and other pertinent information.

Are you able to perform the essential duties of the position with or without reasonable accommodation?
 Yes No (Refer to job description)

FOREIGN LANGUAGE(S):
 SPEAK READ WRITE
LANGUAGE _____

In compliance with the Americans with Disabilities Act, if you require any reasonable accommodation in the employment process or in performing the essential duties of the position, please attach a statement to your completed application.

SPEAK READ WRITE
LANGUAGE _____

Have you ever been employed by the Long Beach Unified School District? Yes No

Have you ever been discharged or forced to resign from any position because of misconduct or unsatisfactory service? Yes No If YES, state circumstances: dates, names, employers addresses and causes in an attached explanation.

Dates: From: _____ To: _____
Job Title _____

Do you have the legal right to work or remain in the United States? Yes No

Before an offer of employment can be made, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to: conviction reports, probation reports, and court records. This applies to applicants and current Long Beach Unified School District employees who apply for a promotion or change in employment.

A SPECIAL WORD OF CAUTION....

If you are employed, you will be fingerprinted and your fingerprints will be checked. Although State Education Code does prohibit employment for certain sex and drug related offenses, a prior conviction record will not automatically prevent you from being employed by us. However, failure to itemize all convictions may result in disqualification or dismissal.

IF YOU DO NOT FULLY DISCLOSE SUCH INFORMATION ON THIS APPLICATION, IT WILL LEAD TO REJECTION FOR EMPLOYMENT OR DISMISSAL FROM EMPLOYMENT.

We treat all the information about your past confidentially, so avoid the risk of jeopardizing a great opportunity with us, and write the information on your application or attach a clear statement of the facts.

FOR OFFICE USE ONLY

Appr. _____ F/P take _____
Reject _____
Units _____ Conv. _____
Other _____
Notified _____

Note: Read Carefully Before Signing

I HEREBY CERTIFY: That all statements made in this application are true, and I understand and agree that any misstatements or omissions of material facts may cause forfeiture on my part to employment with the Long Beach Unified School District.

Signature _____
Date _____

Home Telephone () _____	City	Present Address (Number and Street)	Last Name
Message Telephone () _____	State	Apt. #	First
	Zip Code		Middle

THE LONG BEACH UNIFIED SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY MERIT SYSTEM EMPLOYER and in accordance with applicable state and federal law, does not discriminate in any employment practices on the basis of age (40 and over), ancestry, color, marital status, medical condition (cancer related), national origin, political or union affiliation, physical or mental handicap, race religion, sexual orientation or sex. This policy of affording equal employment opportunities to all persons is in keeping with provision of Title VII and Title IX amendments of the United States Code which protect persons against discrimination.

EDUCATION: Circle the highest grade completed 6 7 8 9 10 11 12 13 14 15 16				Did you Graduate H.S. ? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF NOT , HAVE PASSED A G.E.D TEST OR EQUIVALENCY? <input type="checkbox"/> Yes <input type="checkbox"/> No
COLLEGE OR TRADE SCHOOL ATTENDED (Give name and location)	DATES ATTENDED	CREDITS COMPLETED SEM. UNITS QTR. UNITS	MAJOR SUBJECT OR COURSE	UNITS COMPLETED IN MAJOR	DEGREES OR CERTIFICATES
	From To				
	From To				
Do you hold an AA Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No a BA Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No Date granted _____					

Work or Volunteer Experience: Start with your present or most recent job. List all jobs and any periods of unemployment* in the last ten years. Include any military service. Also list any work you did more than 10 years ago which relates to the duties of the job for which you are applying. Be sure to complete the hours per week, salary, address, phone numbers, etc. You should also list any volunteer work which relates to the job for which you are applying.

DATES	DUTIES	EMPLOYERS
From: _____ To: _____ (MO) (YR) (MO) (YR) Total Time _____ (MO) (YRS) HOURS PER WK _____ SALARY: \$ _____ HR WK MO	YOUR TITLE: _____ _____ _____ _____ _____ REASON FOR LEAVING: RESIGNED DISCHARGED OTHER EXPLAIN: _____	NAME: _____ TELEPHONE: () _____ TYPE OF BUSINESS: _____ ADDRESS: _____ CITY, STATE, ZIP CODE: _____ SUPERVISOR'S NAME: _____
From: _____ To: _____ (MO) (YR) (MO) (YR) Total Time _____ (MO) (YRS) HOURS PER WK _____ SALARY: \$ _____ HR WK MO	YOUR TITLE: _____ _____ _____ _____ _____ REASON FOR LEAVING: RESIGNED DISCHARGED OTHER EXPLAIN: _____	NAME: _____ TELEPHONE () _____ TYPE OF BUSINESS: _____ ADDRESS: _____ CITY, STATE, ZIP CODE: _____ SUPERVISOR'S NAME: _____
From: _____ To: _____ (MO) (YR) (MO) (YR) Total Time _____ (MO) (YRS) HOURS PER WK _____ SALARY: \$ _____ HR WK MO	YOUR TITLE: _____ _____ _____ _____ _____ REASON FOR LEAVING: RESIGNED DISCHARGED OTHER EXPLAIN: _____	NAME: _____ TELEPHONE () _____ TYPE OF BUSINESS: _____ ADDRESS: _____ CITY, STATE, ZIP CODE: _____ SUPERVISOR'S NAME: _____
From: _____ To: _____ (MO) (YR) (MO) (YR) Total Time _____ (MO) (YRS) HOURS PER WK _____ SALARY: \$ _____ HR WK MO	YOUR TITLE: _____ _____ _____ _____ _____ REASON FOR LEAVING: RESIGNED DISCHARGED OTHER EXPLAIN: _____	NAME: _____ TELEPHONE () _____ TYPE OF BUSINESS: _____ ADDRESS: _____ CITY, STATE, ZIP CODE: _____ SUPERVISOR'S NAME: _____

REMARKS
*All periods of employment must be listed above or attach additional sheets (Attach more sheets if necessary)

LBUSD PERSONNEL COMMISSION REPORT OF CONVICTIONS

ALL APPLICANTS MUST COMPLETE THIS FORM IN ITS ENTIRETY. THIS FORM WILL BE USED FOR SCREENING PURPOSES AND DISTRICT PROCESSING FOR EMPLOYMENT. IT WILL NOT BE USED IN THE TESTING PROCESS OR AT THE HIRING INTERVIEW.

PRINT NAME (LAST, FIRST AND MIDDLE)	SOCIAL SECURITY NO.
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Note: Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

In accordance with the Board of Education policies and provisions of the Education Code, prior to the employee starting work, all prospective school district employees are fingerprinted, and fingerprints are submitted to the Department of Justice for verification of any information given prior to the employee starting work. If the fingerprint report from the Department of Justice shows convictions that you do not list, you will be disqualified from examination or terminated from employment.

FAILURE TO ITEMIZE ALL CONVICTIONS IS CAUSE FOR YOUR DISQUALIFICATION OR DISMISSAL. IF YOU DO NOT FULLY DISCLOSE SUCH INFORMATION ON THIS APPLICATION NOW, IT IS CAUSE FOR REJECTION FOR EMPLOYMENT OR DISMISSAL FROM EMPLOYMENT.

PLEASE READ THE FOLLOWING NOTES CAREFULLY:

Please list below any and all convictions, including misdemeanors and/or felonies, you received at any time during your lifetime. The term "conviction" includes a plea or verdict of guilty or finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere.

PLEASE NOTE: Expungement or discharge pursuant to Penal Code section 1203.4 does not relieve you of the obligation to answer these questions truthfully when applying for employment with the Long Beach Unified School District.

You must include **minor traffic violations only if they resulted in the issuance of a warrant for failure to pay fines or appear for sentencing, drunk driving convictions, and convictions following probation.**

This request does not include any of the following:

- a. Arrests or detention that did not result in a conviction;
- b. Referrals to or participation in a pre-trial or post-trial diversion program;
- c. Any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated (e.g., juvenile offense records sealed pursuant to Welfare and Institution Code section 389 and Penal Code sections 851.7 or 1203.45);
- d. Any arrest for which a pretrial diversion program has been successfully completed pursuant to Penal Code sections 1000.5 and 1001.5.

HAVE YOU, AS A JUVENILE OR ADULT, EVER BEEN CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, OR SENTENCED, IN ANY CIVIL, CRIMINAL, OR MILITARY COURT, OR HAVE YOU EVER FORFEITED BAIL?

NO YES

(Use additional pages if necessary)

Name of Offense (Explain in detail on back of this form)	Offense Code #	Date Mo/Yr	Location (City & State)	Misdemeanor or Felony?	If Imprisoned How long?	If Fined \$ Amount	If Probation From--- To----

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? NO YES

If YES, explain, including when, where it occurred, the outcome, AND attach H6 DMV report.

COMPLETE BACK SIDE OF THIS FORM---

Applicant
Name: _____

Date: _____
SSN: _____

COLLEGE STUDENT AIDE SUPPLEMENTAL APPLICATION

1. Please describe any background or educational experience that you feel may relate to the College Student Aide position. Please include any volunteer experience.

2. What qualities do you possess that will make you an effective College Student Aide?

3. Why are you applying for employment with the Long Beach Unified School District?



Special Projects Services - College Student Aide Desk
1515 Hughes Way
Long Beach, CA 90810
(562) 997-8002 ❖ Fax (562) 997-8302 ❖ Hotline (562) 997-8055
www.lbusd.k12.ca.us

\$13.52 per hour (maximum 18 hours per week)

JOB DESCRIPTION

Elementary, Middle Schools, Senior High Schools, Kids' Club and Long Beach School for Adults. Days and hours vary (up to 18 hours per week).

High demand for positions during the morning shift between 8 am - 12 noon

EDUCATION REQUIREMENTS

Current enrollment in a minimum of 12 semester units at an accredited, degree-granting California college or graduate standing (currently enrolled in 6 Graduate level units. Graduate level courses are classes numbered with 500 or higher course numbers).

Due to the federal legislation entitled the No Child Left Behind Act, students must verify by school transcripts completion of 48 semester units, 72 quarter units, or completion of an AA degree to be hired.

APPLICATION REQUIREMENTS

Applications are available online and at the District Office, 1515 Hughes Way, Long Beach, CA 90810. Applications are not mailed. All completed applications must be submitted in person at the College Student Aide Desk. Applications cannot be submitted online.

The following documents are required when submitting an application:

- Copy of transcripts, (not official) indicating a total number of units completed.
- Current printout of college classes indicating the college, courses, number of units and total active units enrolled in.
- An **Original AND A COPY** of negative results of an Intradermal (PPD) Tuberculin Test (known as a mantoux/TB test) dated within the last 4 years. If you have a positive TB, a letter stating a negative X-ray result must accompany it.
- An **Original AND A COPY** of Social Security Card from the Social Security office, no lamination.
- Current photo I.D. **AND A COPY**, i.e. driver's license, DMV identification or work identification with your photograph and signature. NAMES ON ALL REQUIRED ITEMS MUST MATCH EXACTLY.

Before an offer of employment can be made, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to: conviction reports, probation reports, and court records. This applies to applicants and current Long Beach Unified District employees who apply for a promotion or change in employment.

After your application has been approved, you will receive an invitation to process. If you have any questions, please call the College Student Aide Desk at (562) 997-8002.