

West Side Union Elementary School District

1201 Felta Road Healdsburg CA Phone: 707 433-3923 • Fax: 707 433-7341

CLASSIFIED EMPLOYMENT APPLICATION

Date: _____

Legal Name: _____ Preferred Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

POSITIONS FOR WHICH YOU ARE APPLYING FOR: _____

Are you over the age of 18? **Yes / No**

Do you have a valid Driver's License? **Yes / No** State: _____ Type: _____

Do you have a NCLB Compliant Instructional Assistant Certificate? **Yes / No**

Have you ever been a member of the Public Employee Retirement System (PERS)? **Yes / No**

Do you have any physical condition which might limit your ability to perform the job in which you are applying for?
Yes / No If "yes," what can be done to accommodate your limitations? _____

List any language (other than English) in which you are proficient: _____

Would you work **Full Time** or **Part Time** Specify Maximum Hour Per Day if Part Time: _____

RELATED WORK EXPERIENCE: List most recent position first.

Employer Name & Location	Position Held	Dates of Employment	Name and Phone Number of Immediate Supervisor	Okay to call?

Do you have any skills or experience which makes you especially qualified for the position for which you are applying?
Yes / No If yes, please explain: _____

PROFESSIONAL REFERENCES:

Name	Position	Address	Phone #

EDUCATION:

Please circle the highest grade completed: **8 9 10 11 12** Other Please Specify: _____

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Further education which would qualify you to perform the job for which you are applying:

Name & Location	Course of Study or Major	Degree Received	Dates of Enrollment

IN ORDER FOR THIS APPLICATION TO BE CONSIDERED, THE FOLLOWING ITEMS MUST ACCOMPANY IT:

- **Cover letter**
- **Current resume**
- **Three recent letters of recommendation (Copies are accepted)**

AGREEMENT

I hereby certify that the above information is, to the best of my knowledge, true, accurate, and complete. Any misrepresentations or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the district which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the district now in force and effect, or as they may change during my employment, if I am employed by the district.

I hereby authorize the district to conduct work history, personal reference or police record inquiries to determine my acceptability for employment. I understand the employment is subject to verification of my lawful status.

Signature of Applicant: _____ **Date:** _____

West Side School District policy prohibits discrimination and/or harassment of students, employees and job applicants at any district site or activity on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics at any district site and/or activity.

West Side School District prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Nondiscrimination in Employment Compliance or Title XI Officer:
Superintendent, 1201 Felta Road, Healdsburg, CA 95448 (707) 433-3923

West Side School District is an equal employment opportunity/ affirmative action employer. No person shall be denied employment because of ethnicity/race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

Employment with the West Side School District is subject to a pre-employment physical for required positions, a negative tuberculin test or x-ray, and fingerprinting.

West Side Union School District

WEST SIDE SCHOOL

1201 Felta Road Healdsburg, California 95448
Phone 707-433-3923 Fax 707-433-7341

POSITION ANNOUNCEMENT

Classified Position

POSTED 04/30/2019

West Side Union School District is a one-school district, with one class per grade, Transitional Kindergarten through sixth, serving 184 students. Located just five minutes West of Healdsburg, in a rural setting, in beautiful Sonoma County. For more information about our school, please visit our website at: www.westsideusd.org.

POSITION: Primary Grade Instructional Assistant

- **11 Months/180 work days August – June/plus 11 Holidays**
- **.50 minutes Early Morning Yard Duty available (7:30 a.m. – 8:20 a.m.)**
- **3.5 hours daily (8:15 a.m. – 11:50 a.m.)**
- **.50 minutes Lunch Yard Duty (12:00 p.m. – 12:50 p.m.)**

APPLICATION DEADLINE: Until filled

INTERVIEWS: TBD

EXPECTED START DATE: August 13, 2019

END DATE: June 4, 2020

SALARY: Determined by experience and current job placement/\$13.23 - \$14.46

DUTIES AND QUALIFICATIONS: Please refer to job description

District Employees submit a letter of interest to Superintendent/Principal.

PLEASE INCLUDE IN APPLICATION:

- District application
- Letter of interest
- Resume
- 3 letters of recommendation

SUBMIT APPLICATIONS TO: www.edjoin.org

Kris Menlove Superintendent/Principal
West Side Union School District
1201 Felta Road
Healdsburg, CA 95448
kmenlove@westsideusd.org

West Side Union School District is an Equal Opportunity Employer. The District policies prohibit discrimination regarding race, color, religion, gender, sex, age, marital status, physical handicap or national origin.

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POSITION: Special Instructional Assistant 1:1 Aide

- **11 Months/180 work days August – June/plus 11 Holidays**
- **.50 minutes Early Morning Yard Duty available (7:30 a.m. – 8:20 a.m.)**
- **6 Hours daily (8:15 a.m. – 2:45 p.m.) includes 30 minute unpaid lunch**
- **.50 minutes Lunch Yard Duty (12:00 p.m. – 12:50 p.m.)**

APPLICATION DEADLINE: Until filled

INTERVIEWS: TBD

EXPECTED START DATE: August 13, 2019

END DATE: June 4, 2020

SALARY: Determined by experience and current job placement/\$13.89 - \$15.18

DUTIES AND QUALIFICATIONS: Please refer to job description

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POSITION: Grades 4-5-6 Instructional Assistant

- **11 Months/180 work days August – June/plus 11 Holidays**
- **.50 minutes Early Morning Yard Duty available (7:30 a.m. – 8:20 a.m.)**
- **3.5 hours daily (8:15 a.m. – 11:50 a.m.)**
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