

COMPLETING A CLASSIFIED SUB APPLICATION:

1. Use only the application form obtainable at the Personnel Services Office as instructed to do so by a technician.
2. Be sure the application form is easily read.
3. See that your application form is complete and correct before you sign it.
4. Complete a separate application form for each position as required by the posting or for which you are called to interview for. (Follow all instructions given to you by the technician.) **YOU MAY SUBMIT ONE APPLICATION AND CHECK THE BOXES BY THE TYPE(S) OF SUB YOU ARE INTERESTED IN AND QUALIFIED FOR.**
5. Applicants are encouraged to attach a resume regarding background, training and experience relative to the position sought. **BE ADVISED:** you must still **FILL OUT** the application's job history section completely. **YOU MUST ALSO SUBMIT A LETTER OF REFERENCE WITH YOUR APPLICATION. PROFESSIONAL PREFERRED.**
6. Incomplete applications shall not be considered. Late applications shall not be considered.

CITIZENSHIP: All applicants must be citizens of the United States or meet the provisions of the Immigration Reform and Control Act of 1986 which requires verification of employment eligibility. If employed, you will be required to satisfactorily complete the U.S. Dept. of Justice Employment Eligibility Verification Form I-9 and submit appropriate documentation as evidence of identity and employment eligibility.

MINIMUM REQUIREMENTS The minimum requirements are noted in the vacancy notice. The information you give on the application will be subject to review and verification. **ONLY QUALIFIED APPLICANTS WILL BE CONSIDERED FOR EMPLOYMENT.** If called to interview, you will be required to submit a reference letter from a current/former employer.

DEADLINE FOR FILING YOUR APPLICATION If a last day for filing the application packet is shown on the vacancy notice, you need to submit the application and any required attached materials to the posted location by the announced deadline. Late applications/registrations will not be considered. If you are instructed by a technician to fill out an application for interview, you must return the application according to instructions given.

RECORD OF CRIMINAL CONVICTIONS Having a record of criminal convictions will not necessarily disqualify you for a position with the Antelope Valley Union High School District. Each case involving criminal records will be considered individually. However, a false or incomplete answer may result in rejection of your application or dismissal from employment. Employment offers are contingent upon fingerprint clearance. Fingerprints will be submitted to the Federal Bureau of Investigation and/or the California Department of Justice for conviction history, along with an order to notify the District of all subsequent arrest information.

LISTING OF EXPERIENCE/INTERVIEW When filling out the complete application, include all experience in order to determine whether you meet the minimum requirements for the position(s) for which you have applied. It will be necessary for you to list separately the payroll title for each job at which you have been employed as well as telephone numbers for the purpose of contacting past employers. Also specify the dates at which you served on each job. A separate page may be added to the application form for additional information. References of all recommended candidates will be investigated and verified before any offer of employment is made. **If you are called to interview, you must attach at least one letter of reference. A former employer or other professional reference is preferred.** **ALL SUB APPLICANTS MUST PROVIDE THE LETTER WHEN SUBMITTING THE APPLICATION.**

IF OFFERED EMPLOYMENT, YOU WILL BE REQUIRED TO:

- Submit to fingerprint testing through the California Department of Justice and/or the F.B.I. (please note, if offered employment and once instructed to do so, it will be the candidate's responsibility for any costs to *digitally scan, or to ink/roll the fingerprints* onto a district provided fingerprint card, AVUHSD will pay for further processing through the CA DOJ/FBI)
- Submit to Drug/Substance Use testing and a physical examination as required for the particular position. *(Paid for by AVUHSD)*
- Present evidence by Mantoux tuberculin test of freedom from tuberculosis.
- Take an oath or affirmation of allegiance.
- Show social security card and drivers license with correct name (or other appropriate documentation) to verify employment eligibility and for payroll purposes.
- Submit a work permit for employment if under 18 years of age.

All offers of employment are contingent upon successful fingerprint clearance and completion of any required preemployment physical examinations. Applicants may be required to hold and maintain a valid California Motor Vehicle Operator's License and provide the District with a Department of Motor Vehicles report of a satisfactory driving record. To the extent that your job classification requires CPR and First Aid certification, it will be the employee's responsibility to maintain this certification on a regular basis.

The Antelope Valley Union High School District is committed to offering an employment and educational environment free from discrimination with respect to race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, actual or perceived sexual orientation, or any other unlawful consideration.
EQUAL OPPORTUNITY EMPLOYER

SUB CLERICAL/AVID PHYSICAL ABILITY: Visual ability to read hand written or typed documents, and the display screen of various office equipment and machines. Able to conduct verbal conversation. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit, stand, stoop, kneel, bend and walk. Able to sit for sustained periods of time. Able to climb slopes, stairs, steps, ramps, and ladders. Able to lift up to 20 pounds. Able to carry up to 20 pounds. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to operate office machines and equipment in a safe and effective manner. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy.

SUB PARAED PHYSICAL ABILITIES: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. Able to conduct verbal conversation in English, and other designated language. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit, stand, stoop, kneel, bend and walk. Able to sit for sustained periods of time. Able to kneel or squat for extended periods of time. Able to climb slopes, stairs, steps, ramps and ladders. Able to lift up to 60 pounds frequently, and 70 pounds occasionally. Able to carry up to 60 pounds frequently, and 70 pounds occasionally. Able to push and pull objects weighing up to 60 pounds. Able to sustain strenuous manual labor for 8 hours. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer or assist staff with catheterization and toileting procedures. Able to operate a motor vehicle in a safe and effective manner.

SUB PARAED SPECIAL INFORMATION: Some sub positions may require the availability of private transportation. Some positions may require the ability to lift or move pupils who weigh up to 50 pounds. The employee may be required to use a multi-person lift or learn the use of mechanical lifting equipment to lift or move pupils who may weigh in excess of 50 pounds, or a pupil of a weight who may present other lifting problems. Some assignments may require constant attention of protecting physical safety in a classroom where pupils, because of assaultive or self-abusive tendencies could cause serious injury to themselves or others.

SUB CAFETERIA WORKER PHYSICAL ABILITIES: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. Able to conduct verbal conversation. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit stand, stoop, kneel, bend and walk. Able to stand on hard flooring for sustained periods of time. Able to walk on hard flooring for sustained periods of time. Able to climb slopes, stairs, steps, ramps and ladders. Able to lift up to 40 pounds frequently. Able to carry up to 40 pounds frequently. Able to push and/or pull a variety of tools and equipment weighing up to 40 pounds. Able to sustain strenuous manual labor for eight hours. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to work at various elevated heights in a safe and effective manner. Able to work in a wide range of temperatures. Able to work with chemical agents in a safe and effective manner without allergic reaction. Able to operate food preparation utensils, machinery and equipment in a safe and effective manner. Able to collect currency and make change.

SUB CUSTODIAL PHYSICAL ABILITIES: Visual ability to read handwritten or typed documents and instructions. Able to conduct verbal conversation. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit, stand, stoop, kneel, bend, and walk. Able to climb slopes, stairs, steps, and ladders. Able to push and/or pull a variety of tools and equipment weighing up to 40 pounds. Able to lift up to 40 pounds frequently. Able to carry up to 40 pounds frequently. Able to sustain strenuous manual labor for 8 hours. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to work at various elevated heights in a safe and effective manner. Able to work in restricted spaces in a safe and effective manner. Able to work with chemical agents in a safe and effective manner without allergic reaction. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner. Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.

SUB SECURITY PHYSICAL ABILITIES: Visual ability to read handwritten or typed documents and instructions. Able to conduct verbal conversation. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit, stand, stoop, kneel, bend and walk. Able to stand for sustained periods of time. Able to walk for sustained periods of time. Able to climb slopes, stairs, steps, ramps and ladders. Vision which allows accurate observation from a distance. Able to lift up to forty pounds. Able to carry up to forty pounds for extended distances. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to work in a wide range of weather conditions. Able to perform non-violent crisis intervention procedures. Able to push and/or pull a variety of tools and equipment weighing up to 60 pounds. Able to sustain strenuous manual labor for 8 hours. Able to operate a variety of vehicle in a safe and effective manner. Able to work at various elevated heights in a safe and effective manner. Able to work in restricted spaces in a safe and effective manner. Able to work with chemical agents in a safe and effective manner without allergic reaction. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner. Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
44811 SIERRA HIGHWAY, LANCASTER CA 93534
TELEPHONE (661) 948-7655
APPLICATION FOR SUBSTITUTE CLASSIFIED EMPLOYMENT

LAST NAME:	FIRST NAME :	MIDDLE NAME:	SOCIAL SECURITY NUMBER:
PRESENT ADDRESS, CITY, STATE, ZIP		PHONE/CONTACT # MESSAGE PHONE #	HAVE YOU RESIDED IN CALIFORNIA FOR AT LEAST ONE YEAR PRIOR? THIS IS FOR DOJ CLEARANCE ONLY. <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, PLEASE LIST YOUR PRIOR ADDRESS, CITY, STATE, ZIP:
POSITION(S) APPLIED FOR (<i>AVID TUTOR</i>)	JOB BULLETIN NUMBER OR EMPLOYMENT ELIGIBILITY LIST TITLE: <i>N/A SUBSTITUTE/TEMP</i>	SCHEDULED DATE OF INTERVIEW <i>TO BE DETERMINED BY SITE AVID COORDINATOR</i>	HOW DID YOU LEARN OF THIS OPENING?

Have you ever been convicted of a crime: NO YES, please attach a signed and dated statement disclosing full information including dates, location, and complete conviction history. *Note: Conviction is not an automatic bar to employment. Each case will be considered on its own merits. A plea of nolo contendere or "no contest" is equal to a guilty verdict/conviction. A plea or verdict of guilty or a finding of guilt by a court in a trial without a jury or forfeiture of bail is deemed to be a conviction, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code, allowing the withdrawal of a guilty plea, or entering a non guilty plea, or setting aside the verdict of guilt, or dismissing the accusations or information. (California Education Code Sections 45122.1 - 45125.1)*

Are you able to perform the duties of this position with or without reasonable accommodation? YES NO, please explain:

Military experience in Armed Forces of the United States or in a State Militia? NO YES

Service Branch: _____

Specialty: _____

Initial Rank: _____ Final Rank: _____ Discharge status: _____

TRAINING/SKILLS You are strongly encouraged to attach a resume and any training certificates which will enhance your application.

Training/skills? Bilingual ability? _____

Typing NO YES WPM _____ Shorthand NO YES WPM _____

Machines operated relative to this position _____

Are you familiar with recent, window-based, computer programs and applications? NO YES, list programs _____

List membership in Professional Organizations which you feel would enhance your application, excluding any whose names would indicate, the race, religious creed, color, national origin ancestry of its members.

EDUCATION:				
HIGH SCHOOL:	ADDRESS, CITY, STATE, ZIP	# OF YEARS	COURSE/MAJOR	DIPLOMA?
COLLEGE:	ADDRESS, CITY STATE ZIP	# OF YEARS	COURSE/MAJOR	DEGREE COMPLETE?
TRADE OR PROFESSIONAL SCHOOL:	ADDRESS, CITY STATE, ZIP	# OF YEARS	COURSE/MAJOR	DEGREE/CERTIFICATIONS ISSUED:
OTHER:	ADDRESS, CITY, STATE, ZIP	# OF YEARS	COURSE/MAJOR	DEGREE/CERTIFICATIONS ISSUED:

WORK EXPERIENCE:

- Begin with your most recent/current employer.
- Account fully for all time, include periods of unemployment.
- Include any prior employment with the Antelope Valley Union High School District.
- Attach signed and dated sheets as necessary to completely provide your information.

Please list all employment information below.				
Have you ever worked for the Antelope Valley High School District? <input type="checkbox"/> NO <input type="checkbox"/> YES, please list below.				
Have you ever been dismissed, fired or asked to resign from any job? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain <i>in writing</i> the circumstances on a signed and dated sheet and attach it to this form. Include and list the employment information below.				
NAME OF CURRENT/LAST EMPLOYER	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	STARTING DATE	LEAVING DATE
STREET ADDRESS	CITY, STATE ZIP	PHONE NUMBER () -	STARTING PAY	LEAVING PAY
YOUR POSITION	YOUR DUTIES	MAY WE CONTACT?	REASON FOR LEAVING	
NAME OF NEXT TO LAST EMPLOYER	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	STARTING DATE	LEAVING DATE
STREET ADDRESS	CITY, STATE ZIP	PHONE NUMBER () -	STARTING PAY	LEAVING PAY
YOUR POSITION	YOUR DUTIES	MAY WE CONTACT?	REASON FOR LEAVING	
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YOUR POSITION	YOUR DUTIES	MAY WE CONTACT?	REASON FOR LEAVING	

I have read and understood this application. I hereby certify that I have been informed of the duties of this position for which I am applying, and that the information I have provided on this application and any attached material, is correct and complete to the best of my knowledge. I agree to have any of the statements checked by the District unless I have indicated to the contrary. I understand that falsification or omission of any matters or information on this application and attached material, or failure to pass the physical examination if I receive a job offer, or failure to pass fingerprint clearance, or any other clearance as needed for this position, may be sufficient cause for termination. I agree that if employed, I will abide by all policies and procedures established by the Administration.

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

