



Orange County Educational Arts Academy
 825 N. Broadway St. Santa Ana, 92701
 714-558-ARTS (2787) WWW.OCEAA.ORG

CLASSIFIED EMPLOYMENT APPLICATION

Name: _____ Social Security Number: _____
Last Maiden First MI Voluntary

Permanent Address: _____
Number Street

City State Zip Phone: () _____
City State Zip

Email Address _____ Message: () _____

Position you are applying: _____ (Note that instructional assistants are required to be "highly qualified" under NCLB legislation. All instructional assistant applicants must attach documentation that they are highly qualified such as (1) associates degree (or higher) from an accredited institution, (2) 48 semester units, or (3) passed the CBEST.)

Are you bilingual and/or biliterate? Yes, both Yes, bilingual Yes, biliterate No

If yes, what language(s): _____

Do you consider yourself: Survival Conversational Fluent

EDUCATION AND TRAINING (Please complete all appropriate fields)

Did graduate from high school or obtain the equivalent of a high school diploma (i.e. GED)? Yes No

Have you passed the CBEST? Yes No Not required

I'm available for employment starting on the following date: _____

UNDERGRADUATE/GRADUATE EDUCATION PREPARATION

DATES OF ATTENDANCE		COLLEGE/UNIVERSITY	COURSE SPECIALIZATION	DEGREE AWARDED	SEMESTER UNITS	MO./YEAR CONFERRED
FROM	TO					
MONTH	YEAR					
FROM						
TO						
FROM						
TO						

Special certifications held:

PERSONAL DATA

Are you able to perform the essential functions of the position? If no, briefly explain. Yes No

Have you ever been convicted by any court of any offense other than minor traffic violations? If yes, please explain. (A record of conviction may not disqualify you, but failure to disclose all convictions may result in disqualification or dismissal. Attach a separate sheet if needed.) Yes No

Have you ever been discharged, forced to resign or rejected during a probationary period from any employment within the last ten years? If yes, give name and address of employer, reason for each release and dates of employment on a separate sheet and attach. Yes No

PROFESSIONAL REFERENCES

List the individuals you are using as references (may not be relatives).

Reference Name	Current Position	Present Work or Home Address	Phone Number
1.			
2.			
3.			
4.			

Do you belong to any professional organizations? Yes No

If yes, please list: _____

PREVIOUS EMPLOYMENT RECORD

Please list your work experience beginning with your most recent job first. Please include any military service, and any periods of unemployment in the past 10 years. List also any volunteer experience which relates to the job for which you are applying. A resume DOES NOT SUBSTITUTE the completion of this portion. Attach additional sheet if necessary.

Name of District _____ Street Address _____ City, State, Zip _____ Supervisor's Name & Title _____ Telephone Number and/or E-mail of Supervisor _____	Dates of Employment To: _____ From: _____ Job Title & Duties _____ _____ Reason for Leaving: _____
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_____ Name of District	Dates of Employment To: _____ From: _____
_____ Street Address	Job Title & Duties _____ _____
_____ City, State, Zip	_____ Reason for Leaving: _____
_____ Supervisor's Name & Title	_____
_____ Telephone Number and/or E-mail of Supervisor	_____

_____ Name of District	Dates of Employment To: _____ From: _____
_____ Street Address	Job Title & Duties _____ _____
_____ City, State, Zip	_____ Reason for Leaving: _____
_____ Supervisor's Name & Title	_____
_____ Telephone Number and/or E-mail of Supervisor	_____

_____ Name of District	Dates of Employment To: _____ From: _____
_____ Street Address	Job Title & Duties _____ _____
_____ City, State, Zip	_____ Reason for Leaving: _____
_____ Supervisor's Name & Title	_____
_____ Telephone Number and/or E-mail of Supervisor	_____

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY: THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU MIGHT BE EMPLOYED BY ORANGE COUNTY EDUCATIONAL ARTS ACADEMY.

- (1) **The information that I have provided on this application is accurate to the best of my knowledge and is subject to the validation of Orange County Educational Arts Academy.**
- (2) **I authorize the persons, schools, current employer (if approved by me) and other organizations or employers named in this application to provide Orange County Education Arts Academy with any relevant information that may be required to arrive at an employment decision.**
- (3) **In understand and agree that:**
 - (a) **Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment or termination from Orange County Educational Arts Academy.**
 - (b) **I understand that I must furnish evidence of freedom from tuberculosis prior to employment becoming effective, if an offer is made.**
 - (c) **If an offer for employment is made, before it becomes effective or compensation is possible, a valid California credential appropriate to my assignment must be filed in the Business Office.**

The Law Prohibits Discrimination because of Age, Sex, Religion, Race, Color, and National Origin, and requires Affirmative Action in the hiring of Handicapped and Veterans.

_____ Date

_____ Signature