

PasadenaLEARNS Youth Leader Employment Application

REFERENCES											
PERSONAL INFORMATION											
Last Name			First			M.I.		Date			
Street Address						Apartment/Unit #					
City				State				ZIP			
Phone				E-mail Address							
Days Available			Times Available			Driver's License					
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for P.U.S.D.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?				
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain				
EDUCATION											
High School			Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>			
College			Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
Other			Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
PREFERENCES											
Preferred Salary:											
Are you willing to relocate?			YES <input type="checkbox"/>		NO <input type="checkbox"/>						
Type of positions you will accept:											
Types of works you will accept:											
Types of shift you will accept:											
PREVIOUS EXPERIENCE											
Company/ Organization			Address						Phone		
Address			Supervisor								
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>					
Company/ Organization			Address						Phone		
Address			Supervisor								
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>					
Company/ Organization			Address						Phone		
Address			Supervisor								
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>					

Full Name		Relationship	
Company		Phone	
Full Name		Relationship	
Company		Phone	
Full Name		Relationship	
Company		Phone	
SKILLS			
Office Skills			
Other Skills			
Languages			
DISCLAIMER AND SIGNATURE			
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.			
Signature			Date

Agency-Wide Questions

- Q: Have you ever plead guilty, been convicted, fined, imprisoned, placed on probation, or given a suspended sentence by a civilian or military court, for any crime? (Disregard traffic violations with a fine if \$250 or less) NOTE: You must answer "YES" if you were convicted, whether by plea, a plea of "no contest," jury verdict, or finding of guilt by a court in a trial without jury. Orders under Penal Code Section 1203.4 allowing the withdrawal of a plea of guilty and entering a plea of not guilty, or setting aside a verdict of guilty, or dismissing the accusations or information, will still appear on your fingerprint report. You must list any crime which fits the description above. You may omit minor traffic violations with fines under \$250.

A:

- Q: If you answered "NO" to question #1, please type N/A in the text box below. If you answered "YES", you MUST provide the following information in the text box below: 1. Date of conviction, 2. Crime for which you were convicted, 3. Sentence or fine paid, 4. Where confined. Note: Please list each conviction separately. A criminal record, depending on the offense(s), may not automatically disqualify you from employment. However, falsifying or withholding conviction-related information may lead to disqualification or employment termination. DO NOT LIST SECTION CODES.

A:

- Q: Are you now, or have you ever been a permanent monthly classified employee of the Pasadena Unified School District?

A:

- Q: If yes, include dates of employment (MM/DD/YYYY) and job title.

A:

- Q: Are you now, or have you ever been a member of the Public Employees Retirement System (PERS)?

A:

- Q: Have you served in the United States Armed Forces?

A: No

- Q: If "YES", provide branch and period of service.

A:

- Q: Have you ever been dismissed, asked to resign or resigned to avoid dismissal?

A:

- Q: May we contact your previous employer(s)?

A:

10. Q: I have carefully read the job bulletin and to the best of my knowledge, I meet the minimum requirements stated for the position I am applying for and, if applicable, I have attached the required documentation mentioned in the job bulletin. I understand that it is my responsibility to list my knowledge, ability and experience as it relates to the position I am applying. I have checked all of my answers carefully and I am aware that my answers cannot be changed once I submit the application, even if I have made a mistake. Please select "Yes" to reflect that you have read and understand this statement. Please contact the Personnel Commission if you have questions.

A:

11. Q: COMPLETION OF THIS SECTION IS VOLUNTARY. As the information in this section will help ensure that our selection processes are nondiscriminatory, and will ONLY be used for statistical purposes, we ask you to voluntarily complete this section. This section will be kept separate from the application form and at no time will this information be available to any person involved in the hiring process. Your assistance in providing us with this information to improve our recruiting process is appreciated. The Personnel Commission and the Pasadena Unified School District is committed to providing reasonable accommodation to those individuals who qualify under the ADA. If you need accommodation, please contact the Commission Office at (626) 396-3600 Ext. 88400 prior to the closing date for this recruitment. Documentation is required in order for the Commission to provide accommodation. REASONABLE ACCOMMODATION DESIRED:

A:

12. Q: Neither the Pasadena Unified School District nor the Personnel Commission shall assume responsibility for late notice, delays, or non-delivery due to Internet problems. All notifications will be generated via email; despite the notification method selected. Please select "Yes" to reflect that you have read and understand this statement.

A:

Supplemental Questions

1. Q: Do you possess a secondary (i.e., high school) school diploma, or its equivalent (GED)?

A:

2. Q: Do you possess advanced education, such as an Associate (AA) degree or completion of 48 college semester units or 60 college quarter units, or education beyond an AA degree?

A:

3. Q: If you answered "yes" to question #3 please read and answer the following: Unit/Degree verification (including equivalency of foreign degrees) must be submitted with the online application as an attachment in the form of unofficial transcripts. Equivalence of foreign degrees must have been reviewed and verified by a regionally accredited foreign degrees review agency. Hardcopies, emails and school schedules will not be accepted. Please indicate yes to reflect you have read this statement AND attached official or unofficial transcripts.

4. Q: If you answered "yes" to question #3 please read and answer the following: Unit/Degree verification (including equivalency of foreign degrees) must be submitted with the online application as an attachment in the form of unofficial transcripts. Equivalence of foreign degrees must have been reviewed and verified by a regionally accredited foreign degrees review agency. Hardcopies, emails and school schedules will not be accepted. Please indicate yes to reflect you have read this statement AND attached official or unofficial transcripts.

A:

5. Q: How many years have you worked with children in an after-school setting?

A:

6. Q: The Youth Leader is an unclassified position. Youth Leader jobs are not subject to the Merit System guidelines. Youth Leaders are not entitled to medical benefits or vacation pay. Youth Leaders are not assigned to a bargaining unit and are considered at-will employees. Please select "YES" to reflect that you have read and understand this statement.

Yes