

**McSwain Union Elementary School District**  
**926 North Scott Road, Merced, CA 95340**  
**(209) 354-2705 ☀ Fax (209) 723-2267**  
[www.mcswain.k12.ca.us](http://www.mcswain.k12.ca.us)

**CLASSIFIED EMPLOYMENT APPLICATION**

(Complete entire form; a resume may NOT be submitted in lieu of an application)

**Personal Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Work or Message Phone#: \_\_\_\_\_

Position Desired: \_\_\_\_\_

**Employment History – Show your present or most recent job first.**

Organization Name/Address	Supervisor	Phone	Position	Dates
Responsibilities:			Current Hourly Pay:	
Organization Name/Address	Supervisor	Phone	Position	Dates
Responsibilities:			Current Hourly Pay:	
Organization Name/Address	Supervisor	Phone	Position	Dates
Responsibilities:			Current Hourly Pay:	
Organization Name/Address	Supervisor	Phone	Position	Dates
Responsibilities:			Current Hourly Pay:	
Organization Name/Address	Supervisor	Phone	Position	Dates
Responsibilities:			Current Hourly Pay:	

**Education (List High School and Above)**

School	Did you Graduate?	Diploma/Major	Can you provide proof?

**Skills**

Please list the computer programs and other equipment you can operate with proficiency:

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Languages spoken other than English: \_\_\_\_\_

**References- List three references who have first hand knowledge of you and your work.**

Name / Address	Title	Phone

**Other**

Does McSwain School District have permission to contact people not listed as references?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please explain. (Answering yes does not necessarily disqualify you from employment opportunities).

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Were you ever discharged or forced to resign from any previous position?  Yes  No

If yes, please explain. \_\_\_\_\_

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Have you ever been bonded?  Yes  No If yes, list employers \_\_\_\_\_

I certify that all information on this application is accurate and true to the best of my knowledge. I understand and agree that any misstatements, omissions or falsification of material fact herein, will cause forfeiture of all rights, terms, conditions and privilege of employment with the district. If I am being considered for selection, I authorize the McSwain Union Elementary School District to contact references. I release from all liability, per this signed authorization, persons and organizations reporting information required by this application. I understand that McSwain Union Elementary School District requires that all employees consent to a fingerprint background check and that I must provide clearance of Tuberculosis. Classified employees must join the Classified School Employees Association, Chapter 708. I agree to join if it is a requirement of my position.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The McSwain School District does not discriminate against any applicant because of race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job related medical conditions, handicaps or any other legally protected status.

**Complete applications should be sent to the attention of :**

**Veda Jones**

**McSwain School District  
926 Scott Rd. Merced, CA 95341**

**AN EQUAL OPPORTUNITY EMPLOYER**

**The McSwain School District maintains a drug, alcohol and tobacco-free workplace.**