



**Mill Valley School District**  
**An Equal Opportunity Employer**  
**411 Sycamore Avenue, Mill Valley, CA 94941**  
**(415) 389-7744**

### APPLICATION FOR CONFIDENTIAL EMPLOYMENT

Date \_\_\_\_\_

Directions: Type or print in *blue or black ink*. Answer all questions which are applicable. Please do not state "See Resume".

| PERSONAL INFORMATION |                          |                        |     |
|----------------------|--------------------------|------------------------|-----|
| Last Name            | First Name               | Middle                 |     |
|                      |                          |                        |     |
| Address              | City                     | State                  | Zip |
|                      |                          |                        |     |
| Phone                | Day Phone (if Different) | Social Security Number |     |
|                      |                          |                        |     |
| Fax Number           | E-Mail Address           |                        |     |
|                      |                          |                        |     |

| EMPLOYMENT INFORMATION                                      |  |  |   |
|---|--|--|---|
| Position for which you are applying                         |  |  |   |
|   |  |  |   |
| Are you employed at the present time?                       |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please complete the information below |
| Employer's Name:  |  |  |   |
| Employer's Address:   |  |  |   |
| How long have you been with this employer?                  |  | Present Salary:  |   |
| If offered a position, when can you report for work?        |  |  |   |
| Have you worked for the Mill Valley School District before? |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
| If "Yes" list dates employed:                               |  |  |   |
|   |  |  |   |

| EDUCATION   |                                  |        |
|---|----------------------------------|--------|
| Please list on the following lines all schools attended and any other pertinent information about your education. |                                  |        |
| School(s)   | Subjects Studied (if applicable) | Degree |
| High School   |                                  |        |
| College or University education   |                                  |        |
|   |                                  |        |

Applicants will be notified ONLY if being considered for interview.

**EMPLOYMENT EXPERIENCE**

| Name of Employer | Supervisor | Address | Phone | Position | From | To |
|------------------|------------|---------|-------|----------|------|----|
|                  |            |         |       |          |      |    |
|                  |            |         |       |          |      |    |
|                  |            |         |       |          |      |    |
|                  |            |         |       |          |      |    |
|                  |            |         |       |          |      |    |
|                  |            |         |       |          |      |    |

**PROFESSIONAL REFERENCES**

| Name & Address | Relationship | Phone Number |
|----------------|--------------|--------------|
|                |              |              |
|                |              |              |
|                |              |              |

**The following section is to be completed by applicant for an OFFICE POSITION:**

|   |  |  |   |
|---|--|--|---|
| Can you type?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | How many words per minute?                               |   |
| Computer skills                                       | Macintosh  | <input type="checkbox"/> Yes <input type="checkbox"/> No | PC <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please provide computer and software knowledge below: |  |  |   |
|   |  |  |   |

**Livescan fingerprints will be submitted to the Department of Justice. Employment cannot commence until the District has cleared your fingerprints with the Department of Justice.**

**PERSONAL DATA**

|   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. If hired, can you show proof of your legal right to work in the U.S.?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever been dismissed, or asked to resign from any position?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you ever been convicted of any felony or misdemeanor, fined or placed on probation?<br><i>(Exclude minor traffic violations except as required by law.) A conviction will not necessarily disqualify you from employment.</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes to numbers 2 or 3 please explain:  |                              |                             |
|   |                              |                             |

**CERTIFICATION OF APPLICATION**

I swear and affirm that all the information provided in this application and in any attached documents is accurate, not misleading, true, correct, and complete. I understand that any false information, inaccuracies, or incomplete information contained in this application or attachment to this application will constitute grounds for rejection of the application or for termination, if hired. I understand that falsification of this application or any documents included with it qualifies as grounds for termination under the Education Code for dishonesty. I understand that the Mill Valley School District will contact references that are given on my application as well as individuals that are not shown on my application. I authorize the District office to contact these individuals and absolve the District office from any liability in regard to employment references. In addition, I authorize the release of information in regard to my employment and absolve any prior employer or any other individual contacted for a reference from any liability. I agree that this signed form can be faxed to former employers or persons being contacted for a reference and that my faxed signature will serve as an original. If hired, I agree that if I leave District employment, the District has my consent to give an accurate and truthful reference to any other employers.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**The Mill Valley School District is an equal opportunity employer; all stages of the application, interview and hiring process are governed by a policy which actively and affirmatively insures equality of opportunity to all persons regardless of sex, race, color, religious creed, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation, veteran status, or any other legally protected status.**

Please send completed application to the above address with cover letter, resume, three letters of reference (recommended but not required) and if applicable a copy of your credential(s).