



# Journey School

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Aliso Viejo, CA 92656  
(949) 448-7232  
(949) 448-7256-Fax  
[www.journeyschool.net](http://www.journeyschool.net)

## APPLICATION FOR CLASSIFIED EMPLOYMENT

Type or print information in black ink. Please include all information required, even if listed in your resume. Complete both sides of the application. (Applications are kept on file for minimum one year.) Date Available: \_\_\_\_\_

Positions(s) for which you are applying: \_\_\_\_\_

I will accept:  Full-time work     Part-time work, Hrs available \_\_\_\_\_     Substitute work

## PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

List any other names used \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Other/type \_\_\_\_\_, \_\_\_\_\_ SS# \_\_\_\_\_

Are you able to submit proof of your legal right to work in the U.S. after an offer of employment?     Yes     No

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration date \_\_\_\_\_

## SKILLS-RELATED INFORMATION

Have you ever been discharged or forced to resign from any position because of misconduct or unsatisfactory service?

Yes (If yes, attach a sheet stating circumstances.)     No

If you have a language skill other than English, please indicate: \_\_\_\_\_  Read     Write     Speak

Certificates or licenses of professional or vocational competence (Please attach photocopies)     Read     Write

Equipment or machines able to operate, including computer software programs (relative to position) \_\_\_\_\_

Other special training or skills (include classroom experience if applicable to position) \_\_\_\_\_

## EDUCATION

Circle highest grade completed    1 2 3 4 5 6 7 8 9 10 11 12    Graduate  Yes     No

College, Business or Trade School  Yes     No    Name of Institution \_\_\_\_\_

Address of Institution \_\_\_\_\_    Degree  Yes     No    Year \_\_\_\_\_

**WORK EXPERIENCE**

List **ALL** jobs you have held in the last ten years. (Resumes may **NOT** be substituted.) Include military service and volunteer experience, if any. **LIST YOUR PRESENT OR MOST RECENT EMPLOYER FIRST.** Provide all information relevant to the position for which you are applying. If you need more space, you may attach additional sheets.

**DATES:** From (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_ Position Title \_\_\_\_\_ Compensation \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**DATES:** From (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_ Position Title \_\_\_\_\_ Compensation \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**DATES:** From (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_ Position Title \_\_\_\_\_ Compensation \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**AFFIDAVIT-PLEASE READ CAREFULLY**

The information I have provided on this application is accurate to the best of my knowledge and subject to validation by Journey School (JS). Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal or, if employed, termination from JS employment. You have my permission to contact my current/former employers or any personal references.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**FOR PERSONNEL USE ONLY**

	Employer	Name of Contact	Date Contacted
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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\_\_\_\_\_  
Position for which you are applying

\_\_\_\_\_  
Last Name      First      MI

\_\_\_\_\_  
SSN

**CONVICTION RECORDS**

Prior to employment, all candidates must be fingerprinted and prints will be checked by the California Department of Justice and the FBI. A record of conviction does not necessarily disqualify an individual from employment, but failure to itemize all convictions will result in disqualification or dismissal. Most positions at Journey School require clearance through this process.

The California Education Code prohibits employment of individuals who have been convicted of specific violent or serious offenses, sex offenses, or controlled substances offenses. For other offenses, fair consideration will be given to the relationship between a conviction and the individual’s fitness for a particular job. An applicant will be disqualified from eligibility and/or rejected for employment if it is determined that the number, nature, and recentness of the conviction(s) would cause him/her to be unsuitable for the position.

If you need assistance in completing this form, please contact the Journey School Administrative staff.

If you answer **YES** to any question, give complete information for every offense. Use reverse side of this sheet if you need additional space. You are not required to answer **YES** of provide information concerning: (1) Any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; or (2) Any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed.

Include minor traffic violations only if they resulted in the issuance of a warrant. (Also list drunken driving convictions.) **PLEASE NOTE:** After checking “**YES**” or “**NO**”, you must sign and date at the bottom of this form.

- 1. Have you ever been convicted of any felony or misdemeanor offense?       Yes     No
  
- 2. Are there any criminal charges against you as of this date for which you have posted bail or been released on you own recognizance pending trial?       Yes     No

**Offense:**                       **Felony**                       **Misdemeanor**

Name and description

\_\_\_\_\_  
\_\_\_\_\_

(Use back of form to list any other offenses)

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

Date \_\_\_\_\_