



# Somis Union School District

## Human Resources Department

5268 North Street \* Somis, CA 93066  
Phone: (805) 386-8258 FAX: (805) 386-2324  
www.somisusd.org

### Application for Classified Employment

Please be aware that incomplete applications will not be considered. Do not write "see resume" in lieu of filling out this form completely. You may attach a resume in addition to the application. Please read all directions.

Application for (print title of position): \_\_\_\_\_

Name _____	Date of Application _____
Address _____	City _____
State _____ Zip Code _____	Email _____
Cell Phone _____	Home Phone _____

#### Earned Academic Degrees

Do you have a High School Diploma or GED?  Yes  No

Name of School \_\_\_\_\_ Date Earned \_\_\_\_\_

College/University/Trade School	Major	Quarter Units	Semester Units	Degree or Certificate	Date Earned

#### General Information:

I can  speak  read  write in the following language/s (other than English) : \_\_\_\_\_

To avoid a possible conflict of interest, list any relatives (employee or school board members) in SUSD and the relationship: \_\_\_\_\_

Have you ever been employed by SUSD? If yes, list position/s and dates of prior employment: \_\_\_\_\_

**Employment and/or Volunteer History:** Begin with your most recent experience. You must answer all fields. Do not submit a resume in lieu of this form. You may submit a resume in addition to this application.

Position \_\_\_\_\_ Dates of Service - From \_\_\_\_\_ to \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_ Phone Number \_\_\_\_\_  
District/Agency \_\_\_\_\_ Address \_\_\_\_\_  
Hourly Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties:

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Position \_\_\_\_\_ Dates of Service - From \_\_\_\_\_ to \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_ Phone Number \_\_\_\_\_  
District/Agency \_\_\_\_\_ Address \_\_\_\_\_  
Hourly Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties:

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Position \_\_\_\_\_ Dates of Service - From \_\_\_\_\_ to \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_ Phone Number \_\_\_\_\_  
District/Agency \_\_\_\_\_ Address \_\_\_\_\_  
Hourly Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties:

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Position \_\_\_\_\_ Dates of Service - From \_\_\_\_\_ to \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_ Phone Number \_\_\_\_\_  
District/Agency \_\_\_\_\_ Address \_\_\_\_\_  
Hourly Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties:

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**Background Information**

Have you ever been dismissed or asked to resign from any position?  Yes  No If yes, explain: \_\_\_\_\_

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*An answer of yes does not necessarily disqualify you from the position, but any failure to respond accurately and completely may result in disqualification or dismissal if discovered after employment.*

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and authorize investigation of all statement herein recorded. I understand that any false statements or omissions of fact may subject me to disqualification or dismissal if discovered after employment. I understand I am required to furnish information and references to use in determining my qualifications. I understand that the District may conduct an investigation of my work and/or personal history and that it may verify all data given in my application for employment, related papers and/or oral interviews. I further understand that any and all references that I have provided to the District, either in writing or otherwise may be contacted. My signature below authorizes SUSD to conduct a background investigation and authorizes the release of information in connection with my application for employment. I authorize any previous employer and/or any other reference to release and fully disclose to any agent of the District any information such person may have concerning me, including information of a confidential or privileged nature, whether or not it is in their records. Further, I hold harmless any individual or employment agency for any information that he/she/it may provide in this investigation. I waive my right of access to any such information and without limitation hereby release SUSD and the reference source from any liability in connection with its release or use. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain my original signature.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Governing Board and the Personnel Commission are committed to equal opportunities for all individuals in education. District employment shall be free from discrimination based on actual or perceived gender, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, Section 504 disability or any other unlawful consideration.

Veterans may claim credit for service or disability by submitting their DD214 with the employment application – applicable only to entry level, open examinations. Per the Immigration Reform and Control Act of 1986, you must provide us with proper documentation of your legal right to work in the United States as a condition of employment.

**SUSD is An Equal Opportunity Employer**

# Conviction Report

All applicants must complete this form.

This information will be kept confidential and separate from your application.

Name \_\_\_\_\_

Date of Application \_\_\_\_\_

## Conviction Background

As part of the application process, you are required to report any and all convictions or current charges for a crime, no matter when they may have occurred. A conviction will not automatically prevent you from being considered for hire – falsification of your application, by not reporting or inaccurately reporting, will prevent you from being considered for any employment in SUSD.

Have you ever been convicted of or have a current charge pending of any violation of the law?  Yes  No

If yes, list the violation code number for each offense, including those for which you forfeited bail, were fined and/or jailed, or placed on probation. Include a complete and accurate explanation of the circumstance (you may submit an additional page if you need more space than provided below).

Violation Code \_\_\_\_\_ Date \_\_\_\_\_

Disposition/Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Violation Code \_\_\_\_\_ Date \_\_\_\_\_

Disposition/Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Violation Code \_\_\_\_\_ Date \_\_\_\_\_

Disposition/Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I have listed all my convictions and any current charges, except minor traffic offenses. I understand that my failure to complete this form, any omission of convictions and current charges, or misrepresentation of material facts will result in disqualification, or if discovered after employment, my dismissal from SUSD.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Personnel**

BP 4119.11(a)

## **Sexual Harassment**

4219.11

4319.11

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 4030 - Nondiscrimination in Employment)*

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

Any district employee who engages or participates in sexual harassment or who aids, abets,

**Personnel**

BP 4119.11(b)

4219.11

**Sexual Harassment**

4319.11

incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

*(cf. 4117.4 - Dismissal)*

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*Legal Reference:*

**EDUCATION CODE**

*200-262.4 Prohibition of discrimination on the basis of sex*

**GOVERNMENT CODE**

*12900-12996 Fair Employment and Housing Act, especially:*

*12940 Prohibited discrimination*

*12950.1 Sexual harassment training*

**LABOR CODE**

*1101 Political activities of employees*

*1102.1 Discrimination: sexual orientation*

**CODE OF REGULATIONS, TITLE 2**

*7287.8 Retaliation*

*7288.0 Sexual harassment training and education*

**CODE OF REGULATIONS, TITLE 5**

*4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance*

**UNITED STATES CODE, TITLE 42**

*2000d-2000d-7 Title VI, Civil Rights Act of 1964*

*2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended*

*2000h-2-2000h-6 Title IX, 1972 Education Act Amendments*

**CODE OF FEDERAL REGULATIONS, TITLE 34**

*106.9 Dissemination of policy*

**COURT DECISIONS**

*Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026*

*Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275*

*Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257*

*Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989*

*Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998*

*Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57*

*Management Resources:*

**OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL**

*Protecting Students from Harassment and Hate Crime, January, 1999*

**WEB SITES**

*California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>*

*Equal Employment Opportunity Commission: <http://www.eeoc.gov>*

*U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>*

**Policy**

Adopted: June 14, 2005

Revised: October 14, 2014

**SOMIS UNION SCHOOL DISTRICT**

Somis, California

**SEXUAL HARASSMENT****Definitions**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

## Personnel

AR 4119.11(b)

### SEXUAL HARASSMENT – cont'

4219.11

4319.11

## Training

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

## Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law



**Personnel**

AR 4119.11(c)

**SEXUAL HARASSMENT**

4219.11

4319.11

**Notifications – cont'**

3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)