



# WESTERN PLACER UNIFIED SCHOOL DISTRICT

600 Sixth St., Suite 400, Lincoln CA 95648  
(916) 645-6350 • Fax: (916) 645-6356

*Board of Trustees:* Paul Long  
Brian Haley  
Paul Carras  
Kris Wyatt  
Damian Armitage

*Superintendent:* Scott Leaman

## Classified Substitute Application Process

Thank you for your interest in becoming a classified substitute for the Western Placer Unified School District. A **high school diploma** or **GED** is required to apply.

Upon acceptance, you will be asked to come in to get fingerprinting information and to fill out a personnel packet that must be completed before you are added to the classified substitute list. Please bring the following to the WPUSD Personnel Office:

- Drivers license
- Social Security Card
- Copy of current TB test

If you have applied for an Instructional Aide or Paraprofessional Aide position, you must have the ability to pass the Paraeducator/Instructional Aide exam or have completed two years of study at an institute of higher education or have an Associate of Arts (AA) degree or higher. We require Post-Offer, Pre-Placement Screening for the following substitute positions:

- Special Education Aide
- Bus Drivers (apart from DOT requirements)
- Custodian
- Food Service Workers
- Groundskeeper
- Maintenance
- Mechanics
- Occupational Therapists

After acceptance, either party can discontinue relationship at any time, including but not limited to unfavorable feedback, excessive rejections of assignments, or lack of availability. It is the policy of the Western Placer Unified School District ("District") to conduct background checks for all candidates for employment. This background investigation will be conducted so that the District can verify it will be employing an individual who is not only capable of carrying out the essential functions of this position, but an individual who has proven him/herself capable of working effectively with young persons and adults.

If your background check precludes your employment with the School District, you will be notified via U.S. Mail and your employment rescinded.

Classified substitute pay differs from job to job. Our classified salary schedule is on the WPUSD website at [www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us)

Thank you for your interest in working for Western Placer Unified School District

Personnel Office  
Western Placer Unified School District  
(916) 645-5293



**SUBSTITUTE CLASSIFIED APPLICATION**

**(PLEASE PRINT)**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
           Last                          First                          Middle

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
           Street/PO Box                          City                          State                          Zip

Check substitute position(s) applying for:

- |                                     |   |                                     |                                       |
|-------------------------------------|---|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Cafeteria  | <input type="checkbox"/> Campus/Café Supervisor | <input type="checkbox"/> Clerical   | <input type="checkbox"/> Custodial    |
| <input type="checkbox"/> Inst. Aide | <input type="checkbox"/> Paraprofessional Aide  | <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Health Clerk |

**EDUCATION**

Highest High School Grade Completed: _____	High School Diploma	<input type="checkbox"/> Yes	<input type="checkbox"/> No
High School/GED School Name: _____	GED	<input type="checkbox"/> Yes	<input type="checkbox"/> No
University/College: _____	Years Attended College	_____	
Degrees or Certifications, if any _____			
Courses, seminars, night classes _____			

**VALID DRIVER'S LICENSE** (Attach copy if listed as required in the job description of the position for which you are applying.)

State _____	Class _____	Number _____	Expires _____
Has your driver's license ever been revoked or suspended within the past three years? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain: _____			
School Bus Driver's Certificate issued by CA Highway Patrol: _____			

**ADDITIONAL INFORMATION**

1. Have you lived outside of the State of California in the last 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you have any relatives currently employed by Western Placer Unified School District? (If you answered "yes" to the above questions please state the name of the immediate family member(s): _____)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been dismissed or asked to resign from a position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you been subject to an arrest for which you are out on bail, or released on your own recognizance, pending trial?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you currently on probation for the conviction of a felony or a misdemeanor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you ever been convicted of a felony or misdemeanor (other than a conviction related to marijuana if it is more than two years after the date of the conviction) or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury? (If "Yes", list all convictions including, but not limited to convictions for "driving under the Influence", and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of convictions. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code Sections 667.6(c) and 1192.7(c))	<input type="checkbox"/> Yes <input type="checkbox"/> No

**IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS YES, PLEASE EXPLAIN ON A SEPARATE SHEET OF PAPER.**

NOTE: State law prohibits school districts from employing individuals convicted of a serious or violent felony. The District conducts an extensive criminal background check of candidates prior to making an offer of employment. (Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions from committing serious and/or violent felonies).

May we contact your present/past employer(s) for a reference?  Yes  No

The Western Placer Unified School District considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of non-job-related medical conditions or handicaps, or any other legally protected status. The Western Placer Unified School District maintains a tobacco-free workplace.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

Using a check mark (✓) indicate the skills you have acquired and/or experience you have had in the kind of work for which you are applying.

NOTE: Instructional aide applicants should complete both office and teacher aide check lists.

**OFFICE WORK**

- Word Processing
- Typing
- Computer
- Shorthand
- Dictating Machine
- 10 Key
- Bookkeeping
  - General Ledger
  - Accts. Receivable
  - Accts. Payable
  - Financial Statements
  - Receptionist
- Copy Machines
- Fax Machines
- Other \_\_\_\_\_

**MAINTENANCE**

- Plumbing
- Heating/Air Conditioning
- Painting
- Carpentry
- Equipment Repair
- Electrician
- Glazing
- Cabinet Making
- Roofing
- Welding
- Masonry
- Landscaping
- Nursery Work
- Groundskeeping
- Other \_\_\_\_\_

**TEACHER AIDE/CAMPUS SUPERVISOR**

- Youth Groups
- Pre-School Work
- Classroom Experience
- Audio Visual Arts
- Music Performing Arts
- Foreign Language
- Math
- Science Lab
- Handcrafts
- Physical Education
- First Aid Training
- Other \_\_\_\_\_

**CUSTODIAN/GROUNDS**

- Automatic Floor Machine
- Carpet Shampooers
- Window Washing
- Stripping/Rewaxing
- Institutional Cleaning
- Office Cleaning
- School Cleaning
- Supervision
- Grounds Keeping
- Other \_\_\_\_\_

**FOOD SERVICE**

- Serving
- Cashiering
- Quantity Food Prep
- Snack Bar
- Dishwashing Machine
- Food Supervision
- Other \_\_\_\_\_

**TRANSPORTATION**

- School Bus Driver
- Transit Operator
- Truck Driver
- First Aid Training
- Truck/Bus Mechanic
- Other \_\_\_\_\_

**State law requires fingerprinting, a tuberculin test, and employment eligibility verification for all employees. Designated classes of employees are required to pass substance abuse testing, a physical examination, and/or skill testing.**

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 Western Placer Unified School District to contact references (e.g., former employers, educational institutions) I have listed to verify the application information provided. I release from all liability, per the attached, signed authorization, persons, and organizations reporting information required by this application. I also authorize Western Placer Unified School District to contact law enforcement agencies to conduct any background check required by state law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WORK EXPERIENCE INFORMATION**

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of Employer	Name of Supervisor	Employment Dates		Pay or Salary
Address		<input type="checkbox"/> Full Time	From	Start
City, State, Zip		<input type="checkbox"/> Part Time	To	Final
Phone Number	Job Title	<input type="checkbox"/> Temporary		
Reason for leaving ( <i>Be specific, attach additional sheets if necessary</i> )				
Duties/Skills				

Name of Employer	Name of Supervisor	Employment Dates		Pay or Salary
Address		<input type="checkbox"/> Full Time	From	Start
City, State, Zip		<input type="checkbox"/> Part Time	To	Final
Phone Number	Job Title	<input type="checkbox"/> Temporary		
Reason for leaving ( <i>Be specific, attach additional sheets if necessary</i> )				
Duties/Skills				

Name of Employer	Name of Supervisor	Employment Dates		Pay or Salary
Address		<input type="checkbox"/> Full Time	From	Start
City, State, Zip		<input type="checkbox"/> Part Time	To	Final
Phone Number	Job Title	<input type="checkbox"/> Temporary		
Reason for leaving ( <i>Be specific, attach additional sheets if necessary</i> )				
Duties/Skills				

**PROFESSIONAL REFERENCES**

Name	Address	Telephone
Name	Address	Telephone

**To be considered for the position in which you are applying you must fill out this application in its entirety. Failure to provide all relevant information will result in your application not being processed.**

WESTERN PLACER UNIFIED SCHOOL DISTRICT  
PERSONNEL SERVICES

**Authorization to Acquire Information from References**

It is the policy of the Western Placer Unified School District ("District) to conduct background checks for all candidates for employment. This background investigation will be conducted so that the District can verify it will be employing an individual who is not only capable of carrying out the essential functions of this position, but an individual who has proven him/herself capable of working with young persons and with a minimum of direct supervision.

Reference checking is generally conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment. Occasionally, the District conducts reference checks prior to inviting candidates to participate in an interview.

Your signature below indicates your agreement with and acknowledgment of the following:

As an applicant for an employment position with the Western Placer Unified School District, I authorize my current and past employers and work associates, including, but not limited to, supervisors, colleagues, and subordinates to release to the Western Placer Unified School District any reference information in my personnel records or file (including but not limited to applications for employment, sick leave records, performance evaluations), academic records (including, but not limited to transcripts, certificates, credentials,), work-related credit and financial records, information related to my work-related personal characteristics (including but not limited to my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, job related physical ability, and reputation among co-workers) and all work-related information about me which may otherwise be of a privileged or derogative nature (including but limited to employment information, official employment documents, and employment performance data.)

***I expressly and without reservation waive my right to review the information collected in the background check.***

The District will honor my right to privacy and maintain reference information in strictest confidence and solely for the purposes of evaluating my qualifications for the position. Information obtained during the background check will not be provided to anyone outside the selection process.

A photocopy of this signed authorization is to be considered as valid as an original.

In executing this authorization, I fully and completely release and hold harmless all present and past employers and their officers, agents, assigns, and employees, the District and its officers, agents, assigns, and employees, and all other persons and entities from liability for any damage, including, to the full extent allowed by law, liability under the State and Federal Constitutions, California Civil Code Sections 45 and 46, and California Labor Code Section 1054, or any similar laws of other states or political entities, which may result from furnishing information which I am permitting to be released by way of this authorization.

I have carefully read and understand all of the provisions of this authorization, and have voluntarily and without coercion or duress agreed to and signed this authorization. I have received a copy of this authorization and understand that I may revoke it at any time by delivery of written notice to the District

This release expires 120 days from the date of signature.

\_\_\_\_\_  
Candidate's Full Name (Print)

\_\_\_\_\_  
Other Last Names You Have Used (if any)

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date