



Dr. Philip O. Pendley
Superintendent

Mary Wulfsberg
Deputy Superintendent

Richard M. Beck
Assistant Superintendent

LaFaye Platter
Assistant Superintendent

Dr. Caryl Miller
Assistant Superintendent

**Professional Development
Service Center**

1791 W. Acacia Avenue
Hemet, CA 92545
(951) 765-5100
Fax: (951) 765-5115

**Professional Development
Academy**

2085 W. Acacia Avenue
Hemet, CA 92545
(951) 765-5100
Fax: (951) 765-6421

www.hemetusd.k12.ca.us

Governing Board

Mike Cook
Dr. Gregg Figgins
Charlotte Jones
David Peters
Phyllis Petri
Bill Sanborn
Joe Wojcik

Completing a Job Application

Your application is important and speaks for you when you are not here. Applications submitted for employment that are completed neatly and in full will help you in your job search.

BEFORE YOU START

We would like you to know something about our District. Information can be obtained by exploring our web site. The personnel pages offer much information regarding our district and the surrounding area.

If you are interested in employment with Hemet Unified read the job announcements and job descriptions (available at the District Office or on the web site). If a job interests you, ask yourself these questions:

- ◆ Do I understand what the job is? How can I learn more about it?
- ◆ Can I do the work being advertised?
- ◆ Do I meet the qualifications for the work with enough of the right kinds of training, experience, skills, knowledge and abilities?
- ◆ How soon might I be offered a job? Can I wait that long?

If the answers are yes and you wish to apply for one of our current job openings, please complete a job application provided by Hemet Unified and return to the Personnel Office by the filing deadline listed in the job announcement to:

La Faye Platter
Assistant Superintendent, Human Resources
1791 W. Acacia Avenue
Hemet, CA 92545

The employment process may proceed only after the published deadline for any posting.

WHEN COMPLETING THE APPLICATION FORM

- ◆ **COMPLETE EVERY QUESTION.** If a question does not apply to you, indicate that it is not applicable, but please do not leave the question unanswered.
- ◆ Type, or use black ink and print neatly. We must be able to read the information on your application. You may take the form home to complete if you wish.
- ◆ Remember, there is a filing deadline stated in the job announcement, as well as information on testing (where applicable), and the completed application must be re-turned by the stated deadline.
- ◆ Each vacancy you wish to apply for requires a **SEPARATE**, complete job application.

We suggest that you keep a copy of a completed application in your records to facilitate the completion of applications for any future openings you may wish to apply for.

- ◆ We ask for information which is needed for record-keeping purposes or which will be used to help fill the job vacancy, such as:
 - ✧ A mailing address and telephone number
 - ✧ How you learned about the job
 - ✧ The name and location of any schools you have attended and the dates, and the kinds of course work you have completed
 - ✧ Your previous employment record, if any, and the names of persons who may be contacted for reference checks.
- ◆ ***DO NOT SUBSTITUTE a resume for any part of the application form.***
 - ✧ Copies of resumes, letters of recommendation, awards, certificates of completion of courses, or similar documents may be submitted if they are related to the job for which you are applying; BUT THEY MAY NOT BE SUBMITTED IN-LIEU-OF A COMPLETED JOB APPLICATION.
- ◆ ALL materials submitted with your application become the property of Hemet Unified School District and cannot be returned or copied from our records. Therefore, DO NOT submit original documents with your application. If you choose to submit original documents with your application, please make copies of the originals for yourself for future use.
- ◆ State and federal governments require employers to collect race, sex, age, handicap and ethnic information from applicants. This information will be kept separate and confidential and will be used for record-keeping purposes only. You are helping us meet legal requirements when you give us this information.
- ◆ BEFORE SUBMITTING YOUR APPLICATION Check to be sure you have answered all the questions.
- ◆ Check that your application is neat and legible. Remember, if we cannot read it, we will not know all your qualifications.
- ◆ If you need more space to explain your qualifications, insert additional pages which have your name, the job posting number, and the name of the position for which you are applying at the top.
- ◆ Please make sure that you have signed and dated your application.

If you have any questions about completing the application form please contact one of the Personnel Technicians at 765-5100: for classified (non-teaching), extension 2230; or for teaching (certificated), extension 2007.

AND FINALLY

Your application, test scores (if applicable), and qualifications for the position will determine if you are selected for an interview.

Following these suggestions does not guarantee that you will be recommended for the position for which you are applying, but we hope this information will help you prepare the best application possible.

We thank you for your interest in working for Hemet Unified School District.