

# Conejo Valley Unified School District

HUMAN RESOURCES DEPARTMENT

CLASSIFIED HR

1400 E. Janss Road, Thousand Oaks, California 91362-2198

Telephone (805) 497-9511 • FAX (805) 494-3741

## CLASSIFIED SUMMER EMPLOYMENT APPLICATION – 2018

**Filing Deadline – Friday, April 20, 2018, 4:00pm**

NOTE: Please review the *Summer Employment Policy and Procedures* available on the Classified Personnel website.

### PERMANENT ASSIGNMENT INFORMATION

Employee Name: \_\_\_\_\_  
 Last \_\_\_\_\_ First \_\_\_\_\_  
 Classification Title: \_\_\_\_\_  
 Department/School Site: \_\_\_\_\_  
 Contact Information \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Work and Personal Email Address \_\_\_\_\_

### SUMMER ASSIGNMENT REQUEST

SUMMER ASSIGNMENTS MAY BE AVAILABLE IN THE FOLLOWING CLASSIFICATIONS: *Child Nutrition Assistant-Satellite, Custodian, Library Technician (Textbooks), School Office Manager II, Senior Clerk Typist (Attendance), Paraprofessional/Bilingual-Spanish, and Paraprofessional/Special Education.* **IF SELECTING MULTIPLE ASSIGNMENTS, PLEASE RATE THE ORDER OF PREFERENCE; GIVE A RATING OF (1) TO AN ASSIGNMENT THAT IS MOST DESIRED AND CONTINUE DOWN TO LEAST DESIRED.**

RANK ORDER	ASSIGNMENT CLASSIFICATION	LOCATION

### PARAPROFESSIONAL/SPECIAL EDUCATION POSITIONS ONLY – EMPLOYEE MUST CHECK ALL THAT APPLY TO BE CONSIDERED:

- I have received the following training:  NCPI  ABA  IBI  AUTISM  CPR/FIRST-AID  Severely Medically Fragile Students
- I am able and willing to assist with LIFTING AND TOILETING AS NEEDED  YES  NO

### CLERICAL/SECRETARIAL POSITIONS ONLY – CHECK BOX ONLY IF YOU'RE PROFICIENT WITH THE SOFTWARE APPLICATION AND/OR RESPECTIVE MODULE.

Student Information System - Q :  Attendance  Behavior  Enrollment  Scheduling  Transcripts  Other

ESCAPE ONLINE:  Payroll  HR/Personnel  Purchasing/Requisition

Microsoft Office:  Word  Excel

**SUMMER EMPLOYMENT ATTENDANCE:** Please indicate any foreseeable days and/or times during the time period of June 12-July 17, 2018 that you would be **unable** to work.

1. \_\_\_\_\_ - \_\_\_\_\_ 2. \_\_\_\_\_ - \_\_\_\_\_ 3. \_\_\_\_\_ - \_\_\_\_\_  
 Start End Start End Start End

Reason for absence: \_\_\_\_\_

**SUBSTITUTE EMPLOYMENT:** Please indicate if you would be interested in substitute opportunities for any of the summer assignments:  Yes  No

If Yes, specify position \_\_\_\_\_

I worked summer school for CVUSD in past years:  Yes  No – if yes, specify the following:

Summer School Year	Assignment Job Classification	Location
2017		
2016		

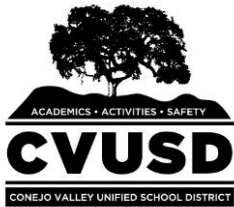
**EMPLOYEE CERTIFICATION -** I agree that if I accept an assignment when it is offered to me that I will not take any non-emergent leave during the period of the assignment and my acceptance of an assignment is an agreement to work the entire period that the assignment covers. My request for summer employment will be considered complete by submitting this form and the completed summer employment supplemental form within the specified deadline. Failure to complete both forms within the deadline may result in the disqualification of my application for summer employment.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### CLASSIFIED PERSONNEL DEPARTMENT USE ONLY – DO NOT WRITE BELOW THIS LINE

TOTAL SENIORITY HRS IN PERMANENT CLASSIFICATION \_\_\_\_\_ SENIORITY RANK \_\_\_\_\_  
 ASSIGNMENT PLACEMENT \_\_\_\_\_ LOCATION/SITE \_\_\_\_\_  
 ASSIGNMENT DATES \_\_\_\_\_ WORK HOURS \_\_\_\_\_  
 ASSIGNMENT DECLINED: \_\_\_\_\_ LOCATION/SITE \_\_\_\_\_ DATE OFFERED: \_\_\_\_\_



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### SUMMER EMPLOYMENT APPLICATION - SUPPLEMENTAL FORM

Initial

Below

\_\_\_\_\_ I understand that summer school assignments shall be made from a list of eligible employees per rules and procedures set forth by the Personnel Commission and in agreement with CSEA Contract of Agreement and/or related Memorandum of Understanding. I further understand that in order to be considered eligible for summer employment, I must a) be regularly employed on less than a 12- month basis; b) be available for assignment during the summer session period for the respective assignment, and c) meet the qualifications established for the class to which the appointment is to be made.

\_\_\_\_\_ I understand that it is critical that I complete all relevant information accurately on the Summer Employment Application, as consideration for summer assignments may in part be based on the information that I provide. In the event that an available classified position requires specific skills, training, or experience, then only those with such attributes will be considered, and within a pool, employees will be offered the job based on seniority and rotational order.

\_\_\_\_\_ I understand that the effective operation of summer school requires employees to be regular in attendance. I hereby attest that as of the date of my request for summer assignment, I have no knowledge of a commitment, such as vacation, or other pending obligation which will necessitate my being absent for 3 or more days during the summer assignment period.

\_\_\_\_\_ I hereby attest that as of the date of my request for summer assignment, my most recent fully resolved performance evaluation is "meets standards" or higher.

\_\_\_\_\_ I understand that summer school assignments are hourly as needed according to the needs of the school site and/or District including, but not limited to adequate student enrollment. Should the summer school assignment be withdrawn based on insufficient program enrollment, such that the staffing need is eliminated or decreased, my name will be reinstated back on the seniority list for consideration for other available summer assignments.

\_\_\_\_\_ I understand that if I accept a summer assignment and then rescind such acceptance after June 1, 2018, doing so may jeopardize my eligibility for summer school assignments the following year.

#### NOTE:

- The number of Paraprofessional/ Special Education and Paraprofessional/Bilingual assignments needed will be determined once summer school registration is nearing the end, such that employees may not receive notice of assignment offer prior to **May 28, 2018**.
- Official notification for classified summer employment can be given **ONLY** by the Classified Human Resources staff.

\_\_\_\_\_ Print Name

\_\_\_\_\_ Employee Signature

\_\_\_\_\_ Date