

APPLICATION FOR CLASSIFIED EMPLOYMENT

MORONGO UNIFIED SCHOOL DISTRICT

5715 Utah Trail – PO Box 1209

Twentynine Palms, CA 92277

760-367-9191 ext. 4225

760-365-3394 ext. 4225

PLEASE READ CAREFULLY

Applicants must complete the application carefully and accurately. Any misstatements or omissions of material facts in this application may be cause for dismissal. Information given in this application will be held strictly confidential. The California Education Code requires all personnel to be fingerprinted and have a TB skin test prior to being employed.

COMPLETING THE APPLICATION FORM

FILL IN EACH BLANK. If a question does not apply to you, draw a line in the space to show that you have read the question.

Type or print neatly in ink. Remember, you must return your completed application by the closing date.

Please do not substitute a resume for any part of the application. Copies of resumes, letters and recommendations, awards, certificates, or similar documents may be submitted at the time of interview if they are related to the position. Some positions will require you to fill out a supplemental application, on which you are asked to describe the duties you performed on other jobs; your course work in school; or other experiences you have had that would help you perform the job successfully.

We cannot return any materials you submit with your application.

AFTER COMPLETING THE APPLICATION

Check to be sure you've answered all the questions and filled in all the blanks. Draw a line in the space following any question you can not answer.

Be sure your application is neat and can be read. Remember, if we can't read it, we won't know all your qualifications.

Sign and date the application before you turn it in. We will not accept an application that is not signed.

EXAMINATION PROCESS

Applicants will be notified by mail of the examination date. These examinations are job related and fair to all applicants without regard to race, ethnic background, gender, religion, national origin, age or disability. In addition to a written exam, you will be asked to do one or both of the following, depending upon the position for which you applied:

- > Take a performance or practical examination, which allows you to demonstrate skills that will be needed on the job. (Examples: typing, identify tools or perform various maintenance tasks.)
- > Be interviewed, where you will be asked about special knowledge or abilities you possess which are needed on the job.

If you have any questions about completing the application form, ask us, or call us 367-9191 or 365-3394 ext. 4225

**WE ARE AN EQUAL OPPORTUNITY – AFFIRMATIVE ACTION – TITLE IX EMPLOYER
EMPLOYER OF THE HANDICAPPED**

EXPERIENCE

List all positions you have held **that are relevant to this position** in chronological order, last position first. Volunteer work is considered the same as paid experience. If you were employed under a different name, include that name after the position title.

Name of Employer _____ From _____ To _____
Address _____ Phone _____
Position Title _____ Duties _____

Name of Employer _____ From _____ To _____
Address _____ Phone _____
Position Title _____ Duties _____

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Position Title _____ Duties _____

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Address _____ Phone _____
Position Title _____ Duties _____

Name of Employer _____ From _____ To _____
Address _____ Phone _____
Position Title _____ Duties _____

~~~~~  
List any equipment you know how to use which is relevant to this position: \_\_\_\_\_

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Typing Speed \_\_\_\_\_ wpm

I certify that the above information is accurate and correct and grant permission to verify facts, check references and contact former employers.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANT EQUAL EMPLOYMENT OPPORTUNITY DATA

**IMPORTANT – ALL APPLICANTS READ:** To enable Morongo Unified School District to meet government reporting regulations, applicants are requested (but not required to complete this personal data sheet. IT WILL NOT BE USED AS SELECTION CRITERIA AND WILL BE TREATED AS PERSONAL AND CONFIDENTIAL. This data sheet will be placed in a separate file from your application. Your voluntary cooperation is appreciated.

Position Applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Age: Under 40 \_\_\_\_\_ Over 40 \_\_\_\_\_

Gender: Female \_\_\_\_\_ Male \_\_\_\_\_

~~~~~  
Ethnicity: (select only one)

_____ No, not Hispanic or Latino

_____ Yes, Hispanic or Latino

~~~~~  
The above question is about ethnicity, not race. No matter what you selected above, **please continue to answer the following** by marking one or more boxes to indicate what you consider your race to be.

~~~~~  
Race: (select one or more)

_____ American Indian or Alaskan Native

_____ Japanese

_____ Asian Indian

_____ Korean

_____ Black or African American

_____ Laotian

_____ Cambodian

_____ Other Asian

_____ Chinese

_____ Other Pacific Islander

_____ Filipino

_____ Samoan

_____ Guamanian

_____ Tahitian

_____ Hawaiian

_____ Vietnamese

_____ Hmong

_____ White

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**CHECK IF ANY OF THE FOLLOWING APPLY:**

\_\_\_\_\_ Disabled: Defined in Public Law 101-336, Americans with Disabilities Act 1990, "disability" means, with respect to an individual: a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; **OR** b) a record of such an impairment; **OR** c) being regarded as having such an impairment.

\_\_\_\_\_ Disabled Veteran: If you are entitled to disability compensation administered by the Veterans Administration for disability rated at 30% or more, **OR** if you were released or discharged from active duty for a disability incurred or aggravated in the line of duty.

\_\_\_\_\_ Vietnam Era Veteran: If you served on active duty for a period of more than 180 days, any part of which occurred during August 6, 1964 to May 7, 1975 and were discharged or released from that duty prior to December 31, 1991, with other than a dishonorable discharge.

\_\_\_\_\_ South West Asia Era Veteran: If you served on active duty for a period of more than 180 days, any part of which occurred during August 2, 1990 to present and were discharged or released from that duty with other than a dishonorable discharge.

## **CUSTODIAN**

### **Purpose Statement**

The job of Custodian is done for the purpose/s of creating an attractive, sanitary and safe school site for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

### **Essential Functions**

- Cleans assigned school facilities (e.g. classrooms, offices, restrooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs minor maintenance and repairs (e.g. change light bulbs, etc.) for the purpose of ensuring safe and efficient use of facilities.
- Performs summer clean up and maintenance (e.g. strip/wax floors, moves furniture, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, in working with others, some problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's function requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking and 15% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

**Experience:** Job related experience is desired.

**Education:** High School diploma or equivalent.

**Required Testing:**  
Pre-employment Proficiency Test

**Continuing Educ./Training:**  
None Specified

**FLSA Status**  
Non Exempt

**Approval Date**

**Certificates and Licenses:**  
None Specified

**Clearances**  
Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**Salary Grade**  
Classified 18