



201 Covington Road
Los Altos CA 94024

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Board of Trustees: Bill Cooper, Mark Goines, Margot Harrigan, Tamara Logan, Doug Smith
Superintendent: Jeffrey Baier

TO: Classified Applicants

Thank you for your interest in the Los Altos School District. To be considered for employment, applicants for classified positions must submit a complete application packet consisting of the following:

- Completed and signed application form
- Cover letter (addressed to Marlene Revelo) which includes your qualifications and/or experience with regard to the position for which you are applying
- Current resume
- Three letters of recommendation

A screening committee will review **complete** application packets and invite selected applicants for interviews. Interviews will not be scheduled at the sole request of the applicant.

We appreciate your desire to be part of our district. Please be assured that your application and qualifications will be given serious consideration.

Sincerely,

Marlene Revelo
Personnel Specialist

REFERENCES

List the names of three individuals who have supervised your work and can comment on your skills

| Name | Person's Position | Organization | Phone |
|------|-------------------|--------------|-------|
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Special Skills: List special skills that qualify you for employment. Examples: operations of office equipment, computer applications, typing (wpm), operation of heavy-duty equipment, repair of electrical equipment, etc.

Yes ___ No ___ Have you ever been convicted of a crime other than a minor traffic violation?
If yes, please explain:

Instructional Assistant (Teacher Aide) Applicants ONLY: check all categories in which you would consider working:

Classroom Library Noon Activities/Supervision Computer Lab Special Education

Days and time available _____

Grade levels preferred _____ School(s) preferred _____

MINIMUM hours/week you wish to work _____ MAXIMUM hours/week you wish to work _____

Disclaimer: I hereby certify that all statements made herein are true and correct to be best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

Signature of Applicant

Date of Signature

Los Altos School District is an Affirmative Action/Equal Opportunity Employer in compliance with ADA.