

ETIWANDA SCHOOL DISTRICT
SUBSTITUTE SCHOOL PROCTOR APPLICATION

APPLICATION MUST INCLUDE A LETTER OF RECOMMENDATION

Name _____
First Middle Last

Address _____
Street City State Zip CA

Social Security _____ Phone Number _____

E-mail address _____ Cell Number _____

1 Please list the names, phone numbers and email of two (2) people that have knowledge of your ability to perform the required duties in an appropriate manner.

a. _____ Phone Number _____ E-mail _____

b. _____ Phone Number _____ E-mail _____

Notice: It is a requirement to read the attached school proctor job description before answering question #2.

2 Are you able to meet all of the physical requirements necessary to perform the supervisory duties on the playground and in the cafeteria?
Yes No

Notice: Any person who is required to register as a sex offender cannot serve as a proctor.

3 Have you ever been convicted of a felony or misdemeanor? Yes No
or do you currently have a felony or misdemeanor charge pending? Convictions include a plea or guilty, nolo contendere (no contest) and /or a finding of guilty by a judge or a jury.
Yes No

Notice: If you have answered yes to either of the questions above, please list this information on the back side of this application.

4 Have you resided in California for at least one year immediately preceding the date of this application?
Yes No

5 I understand that as a condition of employment, I shall be required by the District to attend a pre-employment processing meeting.
Yes No

Notice: You are required by the district to be fingerprinted and cleared by the Dept. of Justice and/or FBI prior to your assignment and show proof of a negative TB test. The district office will contact you with this information.

I certify that all statements made on this substitute proctor application are true to the best of my knowledge. I understand that any false statements of material facts can be subject to disqualification. I understand that the Etiwanda School District reserves the right to conduct a criminal background check of school employees as permitted by law. I have attached the required letter of recommendation.

Signature of Applicant _____ Date _____