



**2021-2022**

## **ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT CLASSIFIED (NON-TEACHING) SUBSTITUTE APPLICATION**

Please submit a complete AVUHSD CLASSIFIED SUBSTITUTE (AS-NEEDED) NON-TEACHING Application at the District Office (44811 N. Sierra Hwy., Lancaster), fax to 661-726-0673, or scan and email to [tnaston@avhsd.org](mailto:tnaston@avhsd.org).

Sub work is strictly temporary, on an as-needed basis of ZERO to 40 hours per week and is subject to end at any time at District discretion. Sub work does NOT "roll over" or "turn into" permanent employment.

**After a recommendation for substitute employment is made**, all candidates will be required to submit to fingerprint testing and drug screening. You will be required to pay for the service. The AVUHSD Personnel Office will submit the fingerprints to the California Department of Justice and Federal Bureau of Investigation for analysis. The fee is non-refundable regardless of clearance status, as the DOJ and the FBI do not offer refunds of their processing fee. **The present fee is \$87.75 for both the fingerprinting and drug screen.** Please note, AVUHSD does not make any money or profit from these fees. The rates listed are the fees as charged by the state or medical agency, and are subject to change. We accept money order or cashier checks only and the technician will advise you the correct amount to obtain on the money order. *(We cannot accept cash, personal checks, credit cards or debit cards/electronic payment).*

Upon fingerprint and drug screen clearance, all non-teaching substitutes must submit to a complete pre-employment physical. Do not proceed until directed, as clearances from outside medical providers cannot be accepted.

We are pleased that you are interested in becoming a non-teaching substitute at the Antelope Valley Union High School District. Coverage by substitutes is critical to a clean, safe, pleasant and productive school environment. Security, custodial, clerical, food services, paraprofessional and instructional aide subs are all valued members of our team. We appreciate the important and vital support role our subs have in our school system and look forward to reviewing your complete application packet!

### **ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT WORKFORCE DIVERSITY**

*Diversity is one of the defining strengths of America, and the diversity of the Antelope Valley Union High School District workforce is essential in the preparation of our students with academic, technical, and work-related skills necessary for success in the 21<sup>st</sup> century. To accomplish this undertaking, it is essential that we have a workforce that reflects the diversity of the community we serve and educate. The Antelope Valley Union High School District is committed to recruiting, hiring, and retaining highly qualified employees who not only represent our community, but are also dedicated to creating a culture of inclusion that values each individual and promotes collaboration and fairness. The Antelope Valley Union High School District is committed to offering an employment and educational environment free from discrimination with respect to race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, actual or perceived sexual orientation, or any other unlawful consideration.*

**EQUAL OPPORTUNITY EMPLOYER**

***Information continues on the next page.***

## **AVUHSD CLASSIFIED SUBSTITUTE APPLICATION INFORMATION**

### **COMPLETING A CLASSIFIED SUB APPLICATION:**

- 1. Use only the attached application.**
- 2. You must ensure that your application form is complete, correct and legible AND has the minimum required documents attached BEFORE you submit it.**
- 3. Submit ONE Sub Application and check the box by the type(s) of sub work that you are interested in and which you are QUALIFIED FOR.**
- 4. Incomplete or late applications will not be considered. It is your responsibility to ensure your application packet is complete.**
- 5. If offered employment, you must provide proof of graduation from high school before any further processing may occur. You should ensure you have this proof ready in the event you are recommended for employment.**

**CITIZENSHIP:** All applicants must be citizens of the United States or meet the provisions of the Immigration Reform and Control Act of 1986, which requires verification of employment eligibility. If employed, you will be required to satisfactorily complete the U.S. Dept. of Justice Employment Eligibility Verification Form I-9 and submit appropriate documentation as evidence of identity and employment eligibility.

**MINIMUM REQUIREMENTS:** If recommended for hire, you will be required to present the District with a copy of your high school diploma/GED prior to hire.

**EXPERIENCE:** When filling out the application, include all experience. Please list email addresses and telephone numbers for the purpose of contacting your past employers. ALL SUB APPLICANTS MUST PROVIDE AT LEAST ONE REFERENCE LETTER and RESUME WHEN SUBMITTING THE APPLICATION. IF RECOMMENDED FOR HIRE, YOU WILL BE REQUIRED TO PRESENT THE DISTRICT WITH A COPY OF YOUR HIGH SCHOOL DIPLOMA/GED PRIOR TO HIRE.

If you have any questions, please do not hesitate to contact a Personnel Services Office Technician. We look forward to speaking with you!

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**  
**44811 SIERRA HIGHWAY, LANCASTER CA 93534**  
**TELEPHONE (661) 948-7655**  
**APPLICATION FOR SUBSTITUTE CLASSIFIED EMPLOYMENT**

LAST NAME:	FIRST NAME :	MIDDLE NAME:	SOCIAL SECURITY NUMBER:
PRESENT ADDRESS, with CITY, STATE, ZIP     YOUR EMAIL Print it NEATLY: <i>make sure each letter/number is CLEAR! Ex: is an L or a 1 or a lowercase l?</i>		PHONE/CONTACT #   MESSAGE PHONE #	HAVE YOU RESIDED IN CALIFORNIA FOR AT LEAST ONE YEAR PRIOR? THIS IS FOR DOJ CLEARANCE ONLY. <input type="radio"/> YES <input type="radio"/> NO IF NO, PLEASE LIST YOUR PRIOR ADDRESS, CITY, STATE, ZIP:
POSITION(S) APPLIED FOR ( <b>CHECK</b> ): <input type="checkbox"/> SUBSTITUTE INSTRUCTIONAL AIDE <input type="checkbox"/> SUBSTITUTE PARAEDUCATOR (CPR/1 <sup>ST</sup> AID CERTIFICATE REQUIRED) <input type="checkbox"/> SUBSTITUTE CLERICAL <input type="checkbox"/> SUBSTITUTE SECURITY (CPR/1 <sup>ST</sup> AID CERTIFICATE AND DISTRICT TRAINING REQUIRED) <input type="checkbox"/> SUBSTITUTE CUSTODIAN <input type="checkbox"/> SUBSTITUTE CAFETERIA HELPER			

**Do you have a current valid California Driver License without restrictions?**   ☐ YES   ☐ NO, please explain:

Military experience in Armed Forces of the United States or in a State Militia? <input type="radio"/> NO <input type="radio"/> YES		
Service Branch:		
Specialty:		
Initial Rank:	Final Rank:	Discharge status:

**TRAINING/SKILLS** You are strongly encouraged to attach a resume and any training certificates which will enhance your application.

Training/skills? Bilingual ability?
Typing? <input type="radio"/> NO <input type="radio"/> YES    WPM _____
Machines operated relative to this position:
Are you familiar with recent, windows-based computer programs and applications? <input type="radio"/> NO <input type="radio"/> YES, list programs:
List membership in Professional Organizations which you feel would enhance your application, excluding any whose names would indicate, the race, religious creed, color, national origin ancestry of its members.

**EDUCATION:**

HIGH SCHOOL:	ADDRESS, CITY, STATE, ZIP	# OF YEARS	COURSE/MAJOR	DIPLOMA?
COLLEGE:	ADDRESS, CITY STATE ZIP	# OF YEARS	COURSE/MAJOR	DEGREE COMPLETE?
TRADE/PROFESSIONAL SCHOOL:	ADDRESS, CITY STATE, ZIP	# OF YEARS	COURSE/MAJOR	DEGREE/CERTIFICATIONS ISSUED:
OTHER:	ADDRESS, CITY, STATE, ZIP	# OF YEARS	COURSE/MAJOR	DEGREE/CERTIFICATIONS ISSUED:

**WORK EXPERIENCE:**

- Begin with your most recent/current employer. Do not exclude any employers.
- Account fully for all time. Include and list all periods of unemployment in the boxes below.
- Include any prior employment with the Antelope Valley Union High School District.
- Attach signed and dated sheets as necessary to completely provide your information.

**List ALL employment information below.**

**Have you ever worked for the Antelope Valley High School District?** ☐ NO ☐ YES, please list below.

**Have you ever been dismissed, fired or asked to resign from any job?** ☐ NO ☐ YES, explain *in writing* the circumstances on a signed and dated sheet and attach it to this form. Include and list the employment information below.

NAME OF CURRENT/LAST EMPLOYER	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	STARTING DATE	LEAVING DATE
STREET ADDRESS	CITY, STATE ZIP	OFFICIAL COMPANY PHONE NUMBER (NO PERSONAL #S) ( ) -	SUPERVISOR'S EMAIL	
YOUR POSITION	YOUR DUTIES	MAY WE CONTACT?	REASON FOR LEAVING	

  

NAME OF NEXT TO LAST EMPLOYER	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	STARTING DATE	LEAVING DATE
STREET ADDRESS	CITY, STATE ZIP	OFFICIAL COMPANY PHONE NUMBER (NO PERSONAL #S) ( ) -	SUPERVISOR'S EMAIL	
YOUR POSITION	YOUR DUTIES	MAY WE CONTACT?	REASON FOR LEAVING	

  

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YOUR POSITION	YOUR DUTIES	MAY WE CONTACT?	REASON FOR LEAVING	

I certify that the information on this application and any attached material is correct and complete to the best of my knowledge. I authorize to have any of the statements checked by the District unless I have indicated to the contrary. I understand that falsification or omission of any matters or information on this application and attached material, or failure to pass the physical examination if I receive a job offer, or failure to pass fingerprint clearance, or any other clearance as needed for this position, may be sufficient cause for termination. I agree that if employed, I will abide by all policies and procedures established by the Administration.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

44811 SIERRA HIGHWAY LANCASTER, CA 93534

(661) 948-7655

Authorization for Release of Confidential Information/Hold Harmless

Pursuant to the provision of California Labor Code section 1053,

I, \_\_\_\_\_ hereby expressly authorize any officer, agent, employee,  
print name  
superintendent or manager representing a former employer to respond to any oral or written inquiries regarding my past performance and general character as a former employee.

I further understand and agree that this authorization will permit my former employer to provide any information regarding my performance including, but not limited to , performance or evaluation reports or other related documents maintained for all employees.

I further understand that in signing this authorization for release of confidential information, I expressly waive the provisions of Government Code Section 5254 c. and California Constitution Article I, Section I, relating to privacy and agree to hold my former employer harmless from the release or any information pursuant to this request.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## CLASSIFIED SUBSTITUTE JOB INFORMATION

### Substitute Instructional Aide

As a Sub Instructional Aide, you may be called upon to assist the teacher with the students during the school day. This may include assisting students with their assignments, keeping students on task, and collecting papers. Bilingual subs will translate as needed. Instructional aide subs may be asked to do clerical work as needed, such as: taking attendance, issuing passes, answering the classroom phone, filing student records, making photocopies and using a computer to type letters and/or record information.

### Substitute Paraeducator

Sub Paraeducators may work one-to-one with a special needs student or in small groups of special needs students. Students with special needs may need help handling emotional disorders and/or help with physical needs. You may also do any of the duties listed under Sub Instructional Aide. Sub Paraeducator duties may include: Assist lifting of pupils in and out of wheelchairs, braces and other orthopedic equipment; assist positioning pupils and in rendering various forms of personal care such as toileting and diapering, when necessary; assists pupils in dressing, undressing, bathing and grooming, and feeding as needed; accompany pupils to and from school bus or other transportation and in moving to and from activities on school site or campus.

### Substitute Clerical

Clerical subs may be needed to replace a variety of clerical types of positions throughout the district such as receptionists, office clerks, secretaries, and technicians. Sub Clerical duties may include: Answer the phone and make appointments; sort and maintain files; greet and wait on public and students; type letters and other memoranda; prepare reports and post information on standardized forms; operate computer, and other duties as assigned. Clerical subs are expected to be proficient in the use of basic computer skills such as word processing and email. You should be able to type and print letters from a computer program such as Microsoft Word.



## CLASSIFIED SUBSTITUTE JOB INFORMATION

### Substitute Campus Security

Campus Security Substitutes must have completed the District's 24-hour Security Officer and Safety Training prior to reporting for security related work. Substitute Campus Security duties may include: General campus supervision, including classrooms, cafeteria, recreational and athletic areas; directing campus visitors to proper authorities and preventing unlawful loitering; providing security for parking areas; supervising restroom and locker room areas; and exercising physical control only to the extent reasonably necessary to maintain order, protect property, protect the health and safety of pupils, or to maintain proper and appropriate conditions to learning. Sub security may perform other duties as assigned by the Principal or designee such as campus clean-up, custodial, grounds, furniture and equipment set-up, and event/stage set-up as needed. Security Subs may also be requested to perform cleaning and custodial duties.

### Substitute Custodial

Sub Custodians may work an evening or day shift. Sub custodian duties include: Sweep, scrub, mop, vacuum floors and carpet; dust and polish furniture and woodwork; empty and clean waste receptacles; clean restrooms thoroughly; wash windows and walls, polish metal work; take care of equipment and materials; clean kitchens and other cafeteria equipment; assemble, move, arrange furniture and equipment, and setting up for special events or meetings; make minor non-technical repairs; replacing lights, adjusting shades or blinds, adjusting desks and other furniture. Substitute Custodians may also be requested to substitute as a Groundskeeper, which would include grounds care duties such as lawn mowing, trimming bushes and shrubs, planting, fertilizing, picking up trash, weeding, minor sprinkler repair, digging ditches, chalking sports fields, and set-up for athletic events and activities,

### Substitute Cafeteria Helper

Substitute Cafeteria Helper duties may include: Prepare and serve foods in cafeteria/snack bar/ snack cart; cashier; wash, dry, sort and put away dishes/utensils; and work at counter and steam tables.