

## ADDITIONAL INFORMATION FOR APPLICANTS

**HOW TO APPLY:** Applicants who possess the minimum qualifications listed in this notice must submit a complete, official application form to Human Resources Department, 2134 Martin Luther King Jr. Way, first floor, Berkeley, CA, 94704 by the final filing date. Required documents must be submitted with the application. Resumes, placement papers, and letters of reference may also be submitted. **HOWEVER, NONE OF THE FOREGOING IS ACCEPTABLE IN LIEU OF THE COMMISSION'S OFFICIAL APPLICATION FORM. PREVIOUS APPLICATIONS WILL NOT BE USED UNLESS OTHERWISE INDICATED IN THIS NOTICE.** Applications are available at the Human Resources Office as well as on the District's website at [www.berkeley.k12.ca.us](http://www.berkeley.k12.ca.us).

**VETERAN'S PREFERENCE:** In order to be granted veteran's preference, proof of veteran status must be presented prior to the date of examination. Upon passing an OPEN COMPETITIVE examination, an honorably discharged member of the United States Armed Forces who served in time of war for a period of 30 consecutive days or has served at least 101 consecutive days since January 31, 1955, is granted preference of five points. An additional preference of five points is granted to such a veteran if he/she has a service-connected disability and presents proof of current compensable disability. Veteran's preference does not apply to PROMOTIONAL examinations.

**HEALTH AND CHARACTER INVESTIGATION:** Candidates selected for appointment may be required to pass a medical examination given by a Commission-designated physician to determine physical fitness for District employment. The Commission may disqualify any eligible candidates on the basis of the examining physician's report. All convictions must be declared and explained on the application; failure to do so will disqualify the application. Candidates must be fingerprinted through DOJ Livescan procedures at the time of appointment and a criminal record check must be completed and reviewed upon hire. Tuberculosis tests must be completed and a negative result must be supplied prior to beginning work.

**PROMOTIONAL OPPORTUNITIES:** Vacancies in higher positions are filled when practical by promotion of permanent employees in accordance with the rules and regulations of the Personnel Commission.

**SALARIES:** All salaries as stated are based on present information and are subject to change. Appointments are made at the minimum salary shown on the reverse side (except as explained) and increases are granted at intervals based on satisfactory service.

**BENEFITS:** Health plans provide for full coverage for eligible employees and family in the area of medical and dental insurance to a maximum of \$1,013.90 per month. The District provides 10/12 vacation days (depending on work calendar) per year (27 for management), 17 paid holidays per year, and 10/12 sick days (depending on work calendar) per year. This position is covered by Social Security and the California Public Employees Retirement System (CalPERS), with joint employee and employer paid contributions. Current members of CalPERS working in other California state, county, city, and school districts can transfer retirement service credit to the District.

**MERIT SYSTEM:** The Merit System Laws as prescribed by the State Education Code govern all classified (non-teaching) employees. This means that employees are selected on the basis of merit and fitness; that there is no discrimination because of race, color, sex, religious or political affiliations, marital status, age or physical handicap and that vacancies are filled by promotion whenever possible. Each hire requires testing and placed on an eligibility list approved by the Personnel Commission. The top three candidates from the promotional and or outside eligibility list will be permitted to interview for job posting. If there are not sufficient qualified candidates the job will be reposted.

**OTHER:** Proof of identification for completion of a Form I-9, Employment Eligibility Verification, must be submitted at the time of processing for employment.

**For QUESTIONS:** Call (510) 644-6150, 8:00 a.m. to 4:00 p.m.

### NONDISCRIMINATION STATEMENT

In accordance with the provisions of Sections 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Berkeley Unified School District Policy, no qualified person shall, on the basis of race, color national origin, religion, sex, handicap, age or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in the Berkeley Unified School District. If there are questions concerning Section 504 (which prohibit discrimination on the basis of handicap), please contact the Office of Human Resources, Berkeley Unified School District. If there are questions concerning Title IX (which prohibits discrimination on the basis of sex), please contact the Office of Human Resources at (510) 644-6150.