APPLICATION REQUIREMENTS

IMPORTANT:
In order to apply for the following positions, you must submit the listed items along with your application. Please bring original official documents AND one copy of each. Incomplete applications and applications without all of the listed requirements will not be accepted.

### BUS ATTENDANT

**Education and Testing Requirements**

U.S. High School Diploma, GED (or foreign equivalency or higher), or Military (DD214), or U.S. A.A. Degree or higher with official transcripts reflecting degree

**AND** Passing CVESD Bus Attendant Test

**Additional Requirements**

- Original Tuberculosis Clearance dated within the last 60 days
- Cashier’s Certified Check or Money Order for Fingerprint Processing- Contact district for current price.
- Current Adult and Pediatric CPR with AED and First Aid (Course must be certified by the American Heart Association/American Red Cross)

### BUS DRIVER

**Education and Testing Requirements**

U.S. High School Diploma, GED (or foreign equivalency or higher), or Military (DD214), or U.S. A.A. Degree or higher with official transcripts reflecting degree

**AND** Passing CVESD Bus Driver Test

**Additional Requirements**

- Original Tuberculosis Clearance dated within the last 60 days
- Cashier’s Certified Check or Money Order for Fingerprint Processing- Contact district for current price.
- DMV Driving Record (H-6 Form, ALL pages)

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**CHILD NUTRITION SERVICES**

**Education and Testing Requirements**

U.S. High School Diploma, GED (or foreign equivalency or higher), or Military (DD214), or U.S. A.A. Degree or higher with official transcripts reflecting degree

**AND** Passing CVESD Child Nutrition Test

**Additional Requirements**

- Original Tuberculosis Clearance dated within the last 60 days
- Cashier’s Certified Check or Money Order for Fingerprint Processing - Contact district for current price.
- Current Adult and Pediatric CPR with AED and First Aid (Course must be certified by the American Heart Association/American Red Cross)

Food Handler’s Card ([http://www.sandiegocounty.gov/content/sdc/deh/fhd/food/foodhandler.html/](http://www.sandiegocounty.gov/content/sdc/deh/fhd/food/foodhandler.html/))  
(858) 505-6654 Recorded List of Approved Food Handler Training Providers: (858) 505-6927

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**CLERICAL**

**Education and Testing Requirements**

U.S. High School Diploma, GED (or foreign equivalency or higher), or Military (DD214), or U.S. A.A. Degree or higher with official transcripts reflecting degree

**AND** Passing CVESD Clerical Test

**Additional Requirements**

- Original Tuberculosis Clearance dated within the last 60 days
- Cashier’s Certified Check or Money Order for Fingerprint Processing - Contact district for current price.
- Official Typing Certificate dated within the last six months of 40 net words per minute or higher

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**CUSTODIAN**

**Education and Testing Requirements**

U.S. High School Diploma, GED (or foreign equivalency or higher), or Military (DD214), or U.S. A.A. Degree or higher with official transcripts reflecting degree

**AND** Passing CVESD Custodian Test

**Additional Requirements**

- Original Tuberculosis Clearance dated within the last 60 days
- Cashier’s Certified Check or Money Order for Fingerprint Processing - Contact district for current price.

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### INSTRUCTIONAL ASSISTANT / STUDENT ATTENDANT

**Education and Testing Requirements**  
(Must be able to provide original proof of fulfilling requirements below)

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Testing Requirements</th>
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</thead>
<tbody>
<tr>
<td>U.S High School Diploma, GED, or Military DD214</td>
<td>and CVSED IA/SA Test OR CBEST*</td>
</tr>
<tr>
<td>Foreign High School Equivalency</td>
<td>and CVSED IA/SA Test OR CBEST*</td>
</tr>
<tr>
<td>Foreign College Degree with U.S. Evaluation (<a href="http://www.ierf.org">www.ierf.org</a>)</td>
<td>and CVSED IA/SA Test OR CBEST*</td>
</tr>
<tr>
<td>Successful completion of 60+ U.S. College Units (must provide transcripts)</td>
<td>* May waive testing requirement upon HR Director approval</td>
</tr>
<tr>
<td>U.S. A.A. Degree or higher with transcripts reflecting degree</td>
<td>* No testing required</td>
</tr>
</tbody>
</table>

*CBEST is the California Basic Educational Skills Test  
For more information go to: [http://www.cbest.nesinc.com/](http://www.cbest.nesinc.com/)

### Additional Requirements
- Original Tuberculosis Clearance dated within the last 60 days
- Cashier’s Certified Check or Money Order for Fingerprint Processing - Contact district for current price.
- FOR STUDENT ATTENDANT POSITION ONLY: Current Adult and Pediatric CPR with AED and First Aid (Course must be certified by the American Heart Association/American Red Cross)

### NOON DUTY SUPERVISOR

**Education and Testing Requirements**

U.S. High School Diploma, GED (or foreign equivalency or higher), or Military (DD214), or U.S. A.A. Degree or higher with official transcripts reflecting degree

AND Passing CVESD Noon Duty Test

**Additional Requirements**
- Original Tuberculosis Clearance dated within the last 60 days
- Cashier’s Certified Check or Money Order for Fingerprint Processing - Contact district for current price.
- Current Adult and Pediatric CPR with AED and First Aid (Course must be certified by the American Heart Association/American Red Cross)

Current application requirements and other application information including testing dates are available on our website at [www.cvesd.org](http://www.cvesd.org) under “Employment”

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable state and federal laws and regulations. The District official who monitors compliance is the Assistant Superintendent for Human Resources Services and Support, 84 East J Street, Chula Vista, CA 91910, phone (619) 425-9600, extension 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the Assistant Superintendent for Human Resources Services and Support.