



EMPLOYMENT APPLICATION
MANAGEMENT
Calaveras Unified School District
Mark Campbell, Superintendent

POSITION DESIRED _____

☐

Classified Position

☐

Certificated Position

APPLICATION REQUIREMENTS

- ♦ CUSD Application Form and Resume
- ♦ Formal Letter of Interest

- ♦ Copies of Degree and Credential Documents
- ♦ Three Letters of Reference

♦ See back page for application guidelines ♦

PERSONAL INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone # (_____) _____ Work Phone # (_____) _____

Fax # (_____) _____ E-mail Address _____ Cellular # (_____) _____

Have you ever worked for a county office of education?

☐ yes ☐ no

Have you ever worked for a school district?

☐ yes ☐ no

If YES, when, where and in what capacity _____

Reason for Leaving _____

Are you related to any employee of this organization? ☐ yes ☐ no If YES, list name and relationship to you _____

RECORD OF TEACHING and/or PROFESSIONAL EXPERIENCE

Are you currently under contract with any other district/county office? ☐ yes ☐ no

If YES, give name of district/county office and date of contract expiration _____

Have you been dismissed or asked to resign from any position? ☐ yes ☐ no If YES, provide letter of explanation.

List all paid experience in chronological order, most recent first. Please account for all gaps in employment.

(1) Employer _____

Address _____

Please check type of school: ☐ Public ☐ Private ☐ Vocational ☐ Community School ☐ Other

Number of years employed as a **fully-credentialed** teacher _____ ☐ full-time ☐ part-time

Number of years employed as: Substitute _____ Intern _____ Emergency Permit Teacher _____

Inclusive Dates: From _____ To _____

Name and Title of Immediate Supervisor _____

OK to contact? ☐ yes ☐ no Work phone # (_____) _____ Other phone # (_____) _____

Reason for leaving position _____

(2) Employer _____

Address _____

Please check type of school: ☐ Public ☐ Private ☐ Vocational ☐ Community School ☐ Other

Number of years employed as a **fully-credentialed** teacher _____ ☐ full-time ☐ part-time

Number of years employed as: Substitute _____ Intern _____ Emergency Permit Teacher _____

Inclusive Dates: From _____ To _____

Name and Title of Immediate Supervisor _____

OK to contact? ☐ yes ☐ no Work phone # (_____) _____ Other phone # (_____) _____

Reason for leaving position _____

(3) Employer _____

Address _____

Please check type of school: ☐ Public ☐ Private ☐ Vocational ☐ Community School ☐ Other

Number of years employed as a **fully-credentialed** teacher _____ ☐ full-time ☐ part-time

Number of years employed as: Substitute _____ Intern _____ Emergency Permit Teacher _____

Inclusive Dates: From _____ To _____

Name and Title of Immediate Supervisor _____

OK to contact? ☐ yes ☐ no Work phone # (_____) _____ Other phone # (_____) _____

Reason for leaving position _____

PERSONAL REFERENCES

(1) Name _____ Relationship/How long _____

Address _____ City/State/Zip _____

Phone # (_____) _____ Other phone # (_____) _____

(2) Name _____ Relationship/How long _____

Address _____ City/State/Zip _____

Phone # (_____) _____ Other phone # (_____) _____

(3) Name _____ Relationship/How long _____

Address _____ City/State/Zip _____

Phone # (_____) _____ Other phone # (_____) _____

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

List highest attainment first

(1) Name of College or University _____

Address _____

Field of Study: Major _____ Minor _____

Dates Attended: From _____ To _____ Degree Awarded _____

(2) Name of College or University_____

Address_____

Field of Study: Major_____ Minor_____

Dates Attended: From_____ To_____ Degree Awarded_____

(3) Name of College or University_____

Address_____

Field of Study: Major_____ Minor_____

Dates Attended: From_____ To_____ Degree Awarded_____

Number of Post Baccalaureate Units_____ ☐ semester ☐ quarter

(Correct number of units are very important as they are used to determine salary placement.)

List languages, other than English, that you are familiar with.

(If this position does not require bilingual skills, this question is optional)

(1)_____ (2)_____

☐ Read ☐ Speak ☐ Write ☐ Fluent ☐ Some

☐ Read ☐ Speak ☐ Write ☐ Fluent ☐ Some

CREDENTIAL INFORMATION

Do you hold a valid California Teaching Credential? ☐ yes ☐ no

List all types of valid K-12 credentials you currently hold.

(1) Type/Authorization_____

Expiration Date_____ State_____

(2) Type/Authorization_____

Expiration Date_____ State_____

(3) Type/Authorization_____

Expiration Date_____ State_____

(4) Type/Authorization_____

Expiration Date_____ State_____

Additional Certificates Held: ☐ BBC ☐ BCLAD ☐ CLAD ☐ LDS Other_____

If you do not currently hold a valid teaching credential, through which college or university have you applied?

_____ Date applied_____

Date CBEST passed_____ Anticipated test date_____

Have you taken the CSET? ☐ yes ☐ no Passed: ☐ yes ☐ no Date_____ Score_____

If out of State, have you taken any exam? ☐ yes ☐ no Passed: ☐ yes ☐ no Date_____ Score_____

Have you ever taught or been an administrator in California? ☐ yes ☐ no

Have you ever had a credential suspended or revoked, or received any other type of disciplinary action from any teaching or licensing agency of any type, from any state or country? ☐ yes ☐ no

If YES, please indicate action ☐ Revocation ☐ Suspension ☐ Other_____

Explain when, where, why action was taken, and current status (*Explanation Required*)_____

APPLICATION GUIDELINES

Thank you for your interest in employment with the Calaveras Unified School District. Please keep in mind the following important suggestions as you prepare your application

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name, position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. Personnel CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of the Calaveras Unified School District. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.
- (8) **No fax applications will be accepted.**

REQUIRED APPLICANT STATEMENT

- (1) Have you ever been convicted of a felony or a misdemeanor? ☐ Yes ☐ No
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. If YES, a letter of explanation must accompany your application.
- (2) Can you, after employment, submit verification of your legal right to work in the United States? ☐ Yes ☐ No
- (3) Do you object to the contacting of references other than those provided? ☐ Yes ☐ No
- (4) I have read the job description and can perform the essential functions of the position with or without reasonable accommodation. ☐ Yes ☐ No

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Calaveras Unified School District reserves the right to disregard any application which is not fully complete and signed by the applicant.

Signature of Applicant _____ Date _____

PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO

Calaveras Unified School District
Erika Cotta, Director of Personnel
3304 Hwy 12, P.O. Box 788
San Andreas, CA 95249
(209) 754-2300
Internet Address www.calaverasusd.com

NONDISCRIMINATION

The Calaveras Unified School District does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, or sexual orientation. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made.

Will you need any reasonable accommodation to participate in the hiring process? ☐ Yes ☐ No

If so, what accommodations will be needed?