



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

If YES, when, where and in what capacity \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Have you ever worked for a school district?

yes     no

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 can not 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  
Kathy Griggs, *Human Resource Director*  
3304 Hwy 12 \* P.O. Box 788  
San Andreas, CA 95249  
(209) 754-2300  
Internet Address [www.calaveras.k12.ca.us](http://www.calaveras.k12.ca.us)

### 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?