

# EMPLOYMENT APPLICATION

## CERTIFICATED

TERRA BELLA UNION ELEMENTARY SCHOOL DISTRICT

Frank H. Betry, Superintendent

POSITION DESIRED \_\_\_\_\_

### APPLICATION REQUIREMENTS

- |   |   |
|---|---|
| <input type="checkbox"/> TBUESD Application Form and Resume | <input type="checkbox"/> Copy of Valid Teaching Credential(s)   |
| <input type="checkbox"/> Formal Letter of Interest          | <input type="checkbox"/> Copy of BA Degree, CBEST, CSET, & RICA |
| <input type="checkbox"/> Three Letters of Reference         | <input type="checkbox"/> Official Transcripts                   |
| <input type="checkbox"/> T.B Skin Test Clearance            |   |

*See back page for application guidelines*

### PERSONAL INFORMATION

Name \_\_\_\_\_

Home & Mailing 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 \_\_\_\_\_ Annual Salary \_\_\_\_\_

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 \_\_\_\_\_ Annual Salary \_\_\_\_\_  
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 \_\_\_\_\_ Annual Salary \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving position \_\_\_\_\_

### EMPLOYMENT REFERENCES

(1) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
(2) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
(3) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_

### 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) \_\_\_\_\_  
 Read  Speak  Write  Fluent  Some

(2) \_\_\_\_\_  
 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 NTE/MSAT/CSET?  yes  no Passed:  yes  no Date \_\_\_\_\_ Score \_\_\_\_\_

Have you taken the PRAXIS/SSAT?  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 Terra Bella Union Elementary 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. Human Resources CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of Terra Bella Union Elementary 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.
- (3) 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 Terra Bella Union Elementary 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

Terra Bella Union Elementary School District  
Human Resources, Applicant Processing  
9121 Rd. 240  
Terra Bella, CA 93270  
(559) 535-4451

**Equal Opportunity Employer**