

EMPLOYMENT APPLICATION

SUBSTITUTE / TEMPORARY

TERRA BELLA UNION ELEMENTARY SCHOOL DISTRICT

Frank H. Betry, Superintendent

POSITION DESIRED:

(Please check box/boxes of desired position(s))

- Substitute Teacher - Special Education
- Clerical Support Services
- Substitute Instructional Assistant - Special Education
- Other _____

APPLICATION REQUIREMENTS

All Applicants Need:

- TBUESD Application Form
- Resume

Teacher Applicants Also Need:

- Bachelor's Degree
- CBEST Verification and/or
- Valid Substitute Permit or
- Valid CA Teaching Credential

Instructional Asst. Applicants Also Need:

- Copy of High School Diploma or
- Copy of GED

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 _____

Have you been dismissed or asked to resign from any position? yes no

If YES, a letter of explanation must accompany application.

How many jobs have you held in the past ten (10) years? _____

EMPLOYMENT RECORD

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

(1) Employer _____

Address _____ Position Title _____

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 _____ Position Title _____

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 _____ Position Title _____

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 To _____ From _____

(2) Position Held _____ Employer _____ City/State _____

Name and Title of Immediate Supervisor _____

Work phone # (_____) _____ Other phone # (_____) _____ Dates To _____ From _____

(3) Position Held _____ Employer _____ City/State _____

Name and Title of Immediate Supervisor _____

Work phone # (_____) _____ Other phone # (_____) _____ Dates To _____ From _____

EDUCATION and TRAINING

Check the appropriate box, if you possess one of the following:

High School Diploma

GED Certificate

High School Proficiency Certificate

Give highest grade or educational level achieved_____

(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_____

List any other business, trade or special training that relates to the position (give location and dates)

EMPLOYMENT SKILLS

Typing (WPM) (if applicable)_____

Shorthand (WPM) (if applicable)_____

What type of computer system are you most familiar with? IBM Macintosh

List Word Processing Software in which you are proficient.

List Accounting/Spreadsheet Software in which you are proficient.

List other computer software you have used.

Check the box of the office machines that you can operate:

Computer Machine Transcription FAX Copy Machine Ten Key Other

Other _____

Please list any special licenses or certifications you hold_____

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

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 and the 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.
- (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 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