

ARMONA UNION ELEMENTARY SCHOOL DISTRICT

11115 C Street, P.O. Box 368, Armona, CA 93230 • (559) 583-5000

Fax (559) 583-5004

CERTIFICATED EMPLOYMENT APPLICATION

POSITION DESIRED: _____

APPLICATION REQUIREMENTS

- | | |
|--|---|
| <input type="checkbox"/> AUESD Application Form and Resume | <input type="checkbox"/> Copy of Valid Teaching Credential |
| <input type="checkbox"/> Formal Letter of Interest | <input type="checkbox"/> Copy of CBEST/RICA/CSET Verification |
| <input type="checkbox"/> Three Letters of Reference | <input type="checkbox"/> Copy of Transcripts |

See back pages for application guidelines and employment information

PERSONAL INFORMATION

Name _____

Social Security Number _____

Address _____

City _____ State _____ Zip _____

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

Fax # (_____) _____ Cellular # (_____) _____

E-Mail Address _____

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? _____

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 the 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 Adult School Other

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

Number of years employed as: Substituted _____ 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 Adult School Other

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

Number of years employed as: Substituted _____ 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 Adult School Other

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

Number of years employed as: Substituted _____ 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 _____

(4) Employer _____

Address _____

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

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

Number of years employed as: Substituted _____ 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 _____

Address _____

Name and Title of Immediate Supervisor _____

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

(2) Position Held _____ Employer _____

Address _____

Name and Title of Immediate Supervisor _____

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

(3) Position Held _____ Employer _____

Address _____

Name and Title of Immediate Supervisor _____

Work 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) _____ (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: CLAD BCLAD LDS SB1969 SB395 Other _____

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

Date CBEST passed _____ or Anticipated test date _____

Have you taken the CSET? Yes No Passed: Yes No Date _____ Score _____

Have you taken the RICA? 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-Please submit with Application)**

APPLICATION GUIDELINES

Thank you for your interest in employment with the Armona 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 you 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 the Armona 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) All hiring decisions and offers of employment are contingent upon final approval by the Board of Trustees of the Armona Union Elementary School District

REQUIRED APPLICANT STATEMENT

Please answer all questions with a check (✓) in the appropriate box.

- (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, *novo 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 can perform the essential functions of the position with or without reasonable accommodation. Yes No

- (5) Have you been dismissed or asked to resign from any position? Yes No

- (6) I understand that before my contract for certificated services becomes effective or compensation is possible, a valid California credential/official authorization for services must be filed in the Kings County Office of Education.

THE ARMONA UNION ELEMENTARY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The Armona Union Elementary School District does not discriminate on the basis of actual or perceived race, ethnic group, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation, at any district site and/or activity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to perform the essential functions of the position for which application has been made.

APPLICANT CERTIFICATION

My signature below authorizes the Armona Union Elementary School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include requesting information of criminal or civil convictions, driving records, present employer, previous employers, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference sources from any liability in connection with release or use of such information.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they will be relied upon in considering my employment, and I understand that any false statement, misrepresentation, or omission of material facts on this application, or any supplement to it, will be sufficient grounds for my rejection for employment, or for discharge should I become employed with the Armona Union Elementary School District. I understand that acceptance of a position in the Armona Union Elementary School District indicates willingness to accept assignment to any position with the job classification for which hired, at any school/department within the district.

I certify that I have read and understand all the information on this application for employment.

Date: _____ Signature of Applicant: _____

PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO

Armona Union Elementary School District
Human Resources Department
Post Office Box 368 (mailing)
11115 C Street (physical)
Armona, California 93202
(559) 583-5000 X 101
Human Resources E-mail: cggarcia@kings.k12.ca.us
Equal Opportunity Employer