

**Certificated Service Application Form**

Special Note: Please read carefully the instructions on the back page prior to completing this application.

Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Office Telephone: (\_\_\_\_) \_\_\_\_\_

Date Available for Employment: \_\_\_\_\_

ALL SCHOOL EMPLOYEES ARE REQUIRED TO BE TESTED FOR TUBERCULOSIS AND MUST PRESENT EVIDENCE OF FREEDOM FROM THE DISEASE. SOCIAL SECURITY CARD AND VERIFICATION OF EMPLOYMENT ELIGIBILITY WILL BE REQUIRED AT TIME OF EMPLOYMENT.

**California Credentials and Permits Held:**

| Type and Level | Date of Expiration |
|----------------|--------------------|
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|                |                    |

Are you or have you been a member of the California State Teacher's Retirement System? Yes  No

Please answer the following questions if applicable to the position(s) for which you have applied:

a. Languages you can read, speak or write other than English: \_\_\_\_\_  
 Sign Language?  (Type of Sign: \_\_\_\_\_)

b. Do you have qualifications which especially equip you to work with culturally different, minority groups, multi-ethnic programs and/or those with unique disabilities? Yes  No  If "yes", include a brief explanation with your application outlining those qualifications which may be applicable to the position(s) you are seeking.

I certify that I meet the academic training and experience requirements as specified in the announcement and/or job description and that all information contained in this application and in the supplementary material filed with it is true and accurate. I authorize the contact of any present or former employers to verify any information pertaining to this application, and I release from liability any person or organization furnishing such information. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal if employed.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**INFORMATION FOR APPLICANTS**

Thank you for your interest in serving the Fortuna Union High School District. Because your eligibility to participate in this selection process will be largely determined on the basis of the information provided in the initial application procedure, it is essential that your application and its supporting records be completed and accurate in every respect. Resumes and vitas will be accepted; however, a completed application form is required in order for you to be considered for the position. Therefore, do not use the phrase "see resume" or similar in the application or you will be subject to disqualification from the screening process.

To assist you in this procedure, we are providing these instructions for preparing the enclosed application materials:

1. Applications are to be filed only by persons who meet all of the required qualifications as indicated in the job specifications.
2. The application requires great care in preparation. The skill used in selecting, organizing and summarizing your training and experience materially aids the work of the committee and is, in itself, a part of the evaluation. Every item should have either an entry or the word "none" or "not applicable." It is recommended that applicants use a typewriter in completing these forms.
3. At the time of hiring, academic preparation will be evaluated through college and university transcripts. Transcripts are not always required at the time of application. Please check the position announcement or contact the Personnel Office for verification of need to provide such documentation at the time of application.
4. Verification of California credentials held must either be already on file with the Personnel Office or be attached to these application papers.
5. Confidential references on file at a college or placement agency must be requested by the applicant.

If you do not have a confidential file, it is the applicant's responsibility to have current letters of reference forwarded to the Personnel Office, preferably from each of the referents listed on the application, as part of the complete packet. All letters of reference must be received in the Personnel Office before the closing deadline listed on the information sheet.

6. Be sure to check the position announcement to see if any additional information is required to be submitted in addition to this application form. Completed application papers and confidential file must be filed with the Personnel Office no later than the deadline shown on the announcement. Candidates are encouraged to return their applications as early as possible.

The Humboldt County Office of Education is proud to support the principles of Equal Employment Opportunity and Affirmative Action and does not illegally discriminate against applicants on any basis protected by law. For more information on EEO/AA policies, please contact the Personnel Office.

**EMPLOYMENT HISTORY**

Present Position Title: \_\_\_\_\_ Grade Level/Subjects: \_\_\_\_\_

Present Employer: \_\_\_\_\_ Employer's Telephone: \_\_\_\_\_

Current Immediate Supervisor: \_\_\_\_\_ Employed Since: \_\_\_\_\_

**Previous Teaching Experience:** (List most recent position first. If none, report student teaching experience. Indicate type: regular, substitute, or student teaching.)

| Type | Grades or Subjects | School/District | Dates |    |
|------|--------------------|-----------------|-------|----|
|      |                    |                 | From  | To |
|      |                    |                 |       |    |
|      |                    |                 |       |    |
|      |                    |                 |       |    |
|      |                    |                 |       |    |
|      |                    |                 |       |    |
|      |                    |                 |       |    |
|      |                    |                 |       |    |
|      |                    |                 |       |    |

**Previous Administrative Experience:** (List most recent position first.)

| Position Title | Part-Time or Full-Time | School/District | Dates |    |
|----------------|------------------------|-----------------|-------|----|
|                |                        |                 | From  | To |
|                |                        |                 |       |    |
|                |                        |                 |       |    |
|                |                        |                 |       |    |

**Previous Work Experience Other Than Teaching/School Administration:** (List most recent position first.)

| Position Title | Part-Time or Full-Time | Employer | Final Salary | Dates |    |
|----------------|------------------------|----------|--------------|-------|----|
|                |                        |          |              | From  | To |
|                |                        |          |              |       |    |
|                |                        |          |              |       |    |
|                |                        |          |              |       |    |
|                |                        |          |              |       |    |

**EDUCATION:** List each college or university from which you have received a degree. Indicate the number of semester units\* beyond your Bachelors degree. List your most recent education first. Enclose copies of official transcripts with this application ONLY if required on vacancy announcement. (\*One quarter unit is equal to 2/3 of a semester unit.)

| School or Institution and Location | Major | Minor | Degree or Semester Units | Dates |    |
|------------------------------------|-------|-------|--------------------------|-------|----|
|                                    |       |       |                          | From  | To |
|                                    |       |       |                          |       |    |
|                                    |       |       |                          |       |    |
|                                    |       |       |                          |       |    |
|                                    |       |       |                          |       |    |

**PLEASE LIST** conferences/workshops you have attended in the last five years.

| Title | Sponsor | Title | Sponsor |
|-------|---------|-------|---------|
|       |         |       |         |
|       |         |       |         |
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|       |         |       |         |

**REFERENCES:** (Six references are requested from all applicants.)

- a. **Required References:** Other than your current supervisor listed previously, you should list as references those individuals under whom you served for a minimum of one year during the previous ten years.
- b. **Optional References:** You may list other professional references who are capable of attesting to your ability to perform in the position(s) for which you have applied.

(Check box "a" if it is a REQUIRED reference, and box "b" if it is an OPTIONAL reference.)

| a | b | Name | Current Position | Address | Telephone |
|---|---|------|------------------|---------|-----------|
|   |   |      |                  |         |           |
|   |   |      |                  |         |           |
|   |   |      |                  |         |           |
|   |   |      |                  |         |           |
|   |   |      |                  |         |           |
|   |   |      |                  |         |           |

If the answer is "yes" to any of the following questions, attach a separate sheet to this application explaining fully the circumstances involved.

- YES\_\_ NO\_\_ Have you ever had any credential, application, permit, license or other document authorizing public school service or teaching suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state or place?
- YES\_\_ NO\_\_ Have you resigned from or otherwise left public or private school employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state or place?
- YES\_\_ NO\_\_ Have you ever been dismissed or not reemployed in any probationary or permanent teaching position?
- YES\_\_ NO\_\_ Are you now the subject of any inquiry, disciplinary action, review or investigation by a teacher licensing agency, or in the courts of California or any other state in connection with any alleged misconduct?
- YES\_\_ NO\_\_ Is any adverse action now pending against any credential/permit/waiver you hold which authorizes public/private school service or teaching in California or any other state?
- YES\_\_ NO\_\_ Have you ever pleaded guilty or been convicted of any crime? (State law requires that all applicants prior to employment be fingerprinted and prohibits employment of any person convicted of certain sex and narcotic offenses). Except for the preceding, conviction is not an absolute bar to employment.

A yes answer to any of the above questions is not an absolute bar to employment.