



# Application for Certificated Public School Employment

**POSITION APPLYING FOR:** \_\_\_\_\_

Date(s) available for interviews: \_\_\_\_\_  
 Date available for employment: \_\_\_\_\_

**1. Personal**

Name \_\_\_\_\_  
First Middle Other Name Last Name

Current Address \_\_\_\_\_  
City ZIP Code

Permanent Address \_\_\_\_\_  
City ZIP Code

Phone: (Home) ( ) \_\_\_\_\_ (Work) ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_ (Cell or other phone) ( ) \_\_\_\_\_

**2. Subject(s), grade level(s), or nonteaching position(s) according to preference:**

First preference \_\_\_\_\_ Second \_\_\_\_\_ Third \_\_\_\_\_

Other subjects you are qualified to teach; activities to direct; or positions to fill \_\_\_\_\_

Do you speak, read, or write any language other than English?  YES  NO If YES, please list and indicate your level of proficiency:

Language \_\_\_\_\_ Level of Proficiency \_\_\_\_\_  
 Language \_\_\_\_\_ Level of Proficiency \_\_\_\_\_

**3. California credentials now held:\*** Type \_\_\_\_\_ Expires \_\_\_\_\_  
 Name of California Teaching Credential applied for \_\_\_\_\_ Type \_\_\_\_\_ Expires \_\_\_\_\_  
 Date of application \_\_\_\_\_

Are you or have you ever been a member of the California Teachers' Retirement System?  YES  NO *\*Please attach a copy of your teaching credential (front and back) to your application. FAILURE TO PROVIDE THIS INFORMATION WILL CREATE A DELAY IN CONSIDERING YOUR APPLICATION.*

**4.** Has any credential you have held in any state ever been suspended or revoked?  YES  NO  
 Have you ever been dismissed or asked to resign from any teaching position?  YES  NO  
 Have you ever been convicted for anything other than a minor traffic violation?  YES  NO  
*For each question answered YES, explain in writing the circumstances and attach the statement to this form.*

**5. Teaching Experience:** List most current position first and include ALL teaching experience. If none, report student teaching experience. Indicate type — regular, substitute, or student teaching.

- TYPE \_\_\_\_\_ DATES From \_\_\_\_\_ To \_\_\_\_\_ GRADES OR SUBJECTS \_\_\_\_\_ SCHOOL \_\_\_\_\_  
 DISTRICT \_\_\_\_\_ DISTRICT ADDRESS \_\_\_\_\_
- TYPE \_\_\_\_\_ DATES From \_\_\_\_\_ To \_\_\_\_\_ GRADES OR SUBJECTS \_\_\_\_\_ SCHOOL \_\_\_\_\_  
 DISTRICT \_\_\_\_\_ DISTRICT ADDRESS \_\_\_\_\_
- TYPE \_\_\_\_\_ DATES From \_\_\_\_\_ To \_\_\_\_\_ GRADES OR SUBJECTS \_\_\_\_\_ SCHOOL \_\_\_\_\_  
 DISTRICT \_\_\_\_\_ DISTRICT ADDRESS \_\_\_\_\_
- TYPE \_\_\_\_\_ DATES From \_\_\_\_\_ To \_\_\_\_\_ GRADES OR SUBJECTS \_\_\_\_\_ SCHOOL \_\_\_\_\_  
 DISTRICT \_\_\_\_\_ DISTRICT ADDRESS \_\_\_\_\_
- TYPE \_\_\_\_\_ DATES From \_\_\_\_\_ To \_\_\_\_\_ GRADES OR SUBJECTS \_\_\_\_\_ SCHOOL \_\_\_\_\_  
 DISTRICT \_\_\_\_\_ DISTRICT ADDRESS \_\_\_\_\_

Check box if you have qualifications which especially equip you to work with culturally different and/or minority groups and multiethnic programs, and include a brief explanation on your application.

**6. Other Work Experience** — Please list all work experience (full time and part time) other than teaching. List your most recent job first. If additional space is needed, you may attach additional sheets. *This section MUST BE COMPLETED IN FULL even if you attach a résumé or other employment history information.*

FROM \_\_\_\_\_ TO \_\_\_\_\_  
MONTH YEAR MONTH YEAR

TITLE OF YOUR POSITION \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_  
 EMPLOYER'S ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

DUTIES \_\_\_\_\_  
 \_\_\_\_\_

NAME & TITLE OF YOUR SUPERVISOR \_\_\_\_\_  
 ( ) \_\_\_\_\_

TELEPHONE NUMBER OF YOUR SUPERVISOR \_\_\_\_\_

NUMBER SUPERVISED \_\_\_\_\_ SALARY PER MONTH \$ \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_  
MONTH YEAR MONTH YEAR

TITLE OF YOUR POSITION \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_  
 EMPLOYER'S ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

DUTIES \_\_\_\_\_  
 \_\_\_\_\_

NAME & TITLE OF YOUR SUPERVISOR \_\_\_\_\_  
 ( ) \_\_\_\_\_

TELEPHONE NUMBER OF YOUR SUPERVISOR \_\_\_\_\_

NUMBER SUPERVISED \_\_\_\_\_ SALARY PER MONTH \$ \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_  
MONTH YEAR MONTH YEAR

TITLE OF YOUR POSITION \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_  
 EMPLOYER'S ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

DUTIES \_\_\_\_\_  
 \_\_\_\_\_

NAME & TITLE OF YOUR SUPERVISOR \_\_\_\_\_  
 ( ) \_\_\_\_\_

TELEPHONE NUMBER OF YOUR SUPERVISOR \_\_\_\_\_

NUMBER SUPERVISED \_\_\_\_\_ SALARY PER MONTH \$ \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

**7. Are you currently under contract with another school district or county office of education?**  YES  NO

If YES, please indicate which school district or county office of education:

NAME OF SCHOOL DISTRICT or COUNTY OFFICE OF EDUCATION \_\_\_\_\_ ( ) \_\_\_\_\_  
TELEPHONE NUMBER

STREET ADDRESS or P.O. BOX \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**8. College or University Education**

● NAME OF INSTITUTION ATTENDED \_\_\_\_\_ ADDRESS OR LOCATION OF INSTITUTION \_\_\_\_\_  
 ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ GRADUATED DATE \_\_\_\_\_ DEGREE \_\_\_\_\_ MAJOR(S) \_\_\_\_\_ MINOR(S) \_\_\_\_\_

● NAME OF INSTITUTION ATTENDED \_\_\_\_\_ ADDRESS OR LOCATION OF INSTITUTION \_\_\_\_\_  
 ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ GRADUATED DATE \_\_\_\_\_ DEGREE \_\_\_\_\_ MAJOR(S) \_\_\_\_\_ MINOR(S) \_\_\_\_\_

● NAME OF INSTITUTION ATTENDED \_\_\_\_\_ ADDRESS OR LOCATION OF INSTITUTION \_\_\_\_\_  
 ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ GRADUATED DATE \_\_\_\_\_ DEGREE \_\_\_\_\_ MAJOR(S) \_\_\_\_\_ MINOR(S) \_\_\_\_\_

**9. My placement papers are on file with the following placement office:** \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City State Zip Code

UNDER THE NAME OF: \_\_\_\_\_

Your Name: \_\_\_\_\_

10. Professional references if NOT registered with a placement office. Include only those who have knowledge of your teaching experience; for example, superintendents, principals, supervisors, and student teaching master teachers.

• \_\_\_\_\_ ( )  
 NAME POSITION TELEPHONE NUMBER  
 \_\_\_\_\_  
 ADDRESS

• \_\_\_\_\_ ( )  
 NAME POSITION TELEPHONE NUMBER  
 \_\_\_\_\_  
 ADDRESS

• \_\_\_\_\_ ( )  
 NAME POSITION TELEPHONE NUMBER  
 \_\_\_\_\_  
 ADDRESS

11. Can you, after employment, submit verification of your legal right to work in the United States?  YES  NO

**READ CAREFULLY BEFORE SIGNING**

I HEREBY CERTIFY UNDER PENALTY OF PERJURY that all statements made hereon are true and correct and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

My signature below authorizes the Alameda County Office of Education to conduct a background investigation and authorizes release of information in connection with my application for employment. Further, I hold harmless any individual or firm for any information that it may provide in this investigation which may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release Alameda County Office of Education and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: law enforcement agencies and information for any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

► Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

— AN EQUAL OPPORTUNITY EMPLOYER —

**COMPLETE SUPPLEMENT ON REVERSE SIDE** ➡



## Supplement to Teaching Application

The California Basic Educational Skills Test (CBEST) has created some new areas of responsibility to employing school districts in California. We need the following information from you in order to consider your application to teach for the Alameda County Office of Education:

- Have you taught in the **public** schools of California in the last 39 months?  YES  NO

If YES, what district? \_\_\_\_\_

If NO, do you have verification of passage of CBEST?  YES  NO

- If you hold a valid California credential but have not taught in the last 39 months and have not taken CBEST, please fill out the "Statement of Intent" at the bottom of this page. Information regarding registration for the CBEST examination can be obtained by calling the National Evaluations Systems office in Sacramento, **(916) 928-4001**.
- If you have taken CBEST, please attach a photocopy of the **Verification of Passing**.
- If you have been employed in the last 39 months, **please attach a letter verifying your most recent employment in a California public school**.
- **Please attach a copy of your teaching credential (front and back)** to your application.

**FAILURE TO PROVIDE THIS INFORMATION WILL CREATE A DELAY IN CONSIDERING YOUR APPLICATION.**

Thank you for your cooperation.

➤ \_\_\_\_\_  
SIGNATURE OF APPLICANT

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### Statement of Intent

I, \_\_\_\_\_, have not taught in the public schools of California in the last 39 months. I understand that a condition of my employment with the Juvenile Court & County Community Day Centers/Schools, the Pregnant Minor Program/School Age Mothers (PMP/SAM), or the Infant Program operated by the Alameda County Office of Education is that I must take and pass the California Basic Educational Skills Test (CBEST) within one (1) year of my date of hire. Immediately upon receiving the results of the examination, I will bring my verification of passing to the Human Resources Office. I understand that, if I do not pass, my employment will be terminated.

➤ \_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

➤ \_\_\_\_\_  
SIGNATURE OF HUMAN RESOURCES TECHNICIAN DATE





# ALAMEDA COUNTY OFFICE OF EDUCATION

313 West Winton Avenue • Hayward, CA 94544-1198 • (510) 887-0152

TO THE APPLICANT:

On the Application for Employment is the question: "Have you ever been convicted of any offense in any jurisdiction other than a traffic infraction?" If you have been convicted of a criminal offense other than a traffic infraction, you must provide the information requested below. However, due to State laws, we cannot employ, or retain in employment, any person convicted of any sex offense as defined in Section 45304 and 44010 of the Education Code or any narcotics offense as defined in Section 44011 of the Education Code (this includes marijuana).

You are required to certify under penalty of perjury, that all statements made in your application are true. By signing the application form, you are certifying that all statements are true and complete and acknowledging that you understand that any misstatement will subject you to disqualification or dismissal. Applicants selected for employment will be fingerprinted and a criminal record check will be made. Convictions not declared will result in your dismissal.

IF YOU HAVE ANSWERED "YES" TO THE QUESTION, "HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE IN ANY JURISDICTION OTHER THAN A TRAFFIC INFRACTION?" ON THE APPLICATION FORM, PLEASE PROVIDE THE INFORMATION REQUESTED BELOW:

**PLEASE PRINT**

NAME	TELEPHONE NUMBER	POSITION APPLYING FOR
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DATE	CODE No. P = Penal Code HW = Health & Safety Code VC = Vehicle Code	CHARGE (DESCRIBE COMPLETELY)	CITY & COURT	DISPOSITION

**Failure to provide complete information by the final filing date will be considered as withdrawal of your application.**

I CERTIFY, UNDER PENALTY OF PERJURY, that all statements are true and I understand and agree that any misstatement or omission will result in my immediate dismissal.	
SIGNATURE (in full)	DATE