

Wendy K. Sinnette
Superintendent

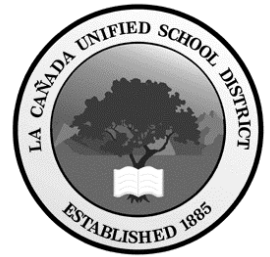
Anaïs Wenn
Assistant Superintendent
Educational Services

Mark Evans
Assistant Superintendent
Business & Administrative Services

Jamie Lewsadder
Chief Technology Officer

La Cañada Unified School District

...a learning community committed to personal growth and
academic excellence



Dear Applicant:

Thank you for your interest in the La Cañada Unified School District. Attached is our district certificated application. Please complete the application and return it to the Human Resources Department at the address below by the published application deadline date and time. Respond to each of the five (5) questions included in the application. Your application will receive full consideration for any position(s) in your field of certification.

Please include the following documents in addition to the application:

- Letter of application
- Resume
- Disclosure statement
- **Copy** of California teaching credential
- **Copy/Copies** of transcripts

A Professional Reference Form is required from two (2) separate parties. This form and a separate page of instructions are provided within the application packet. **The Professional Reference Form must be returned by the referring party. We will not accept forms submitted by the applicant.**

Your application will be kept on file for at least one (1) year. Thank you again for your interest in our district.

Sincerely,

Wendy Sinnette
Superintendent

La Cañada Unified School District

4490 Cornishon Ave, La Cañada, California 91011

(818) 952-8385

FAX (818) 952-8309

APPLICATION FOR EMPLOYMENT - CERTIFICATED STAFF

Each item on this application is important. Please complete carefully and accurately.

Personal Information

Date of Application: _____ Social Security Number: _____

Last Name _____ First Name _____ Middle _____

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Additional phone numbers where you may be reached during the day: _____

Home Phone: _____ Work/Cell Phone: _____

Fax Number: _____ E-Mail: _____

Former names by which records and transcripts may be identified: _____

General Information

Include a vitae or resume of qualifications with your application. College transcripts and two (2) Professional Reference Forms must be provided by the applicant to insure consideration for an employment interview.

Position for which you are applying: _____ Date available for employment: _____

List other areas in which you are qualified or certified: _____

Are you currently under contract? _____ If "Yes," with whom & additional info: _____

Have you ever been a member of the California State Teachers Retirement System? _____

If so, have you withdrawn your funds? _____

Certification

Include a copy of your current teaching certificate with your application (or assurance of ability to be certified). Also include the date of English Language Learner certification was obtained.

Title of Certificate(s) & Authorization(s)	State Issuing Certificate	Expiration Date - Month / Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Teaching

Dates	State Issuing Certificate	Supervising Teacher	College / University	Semester Credits Earned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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Educational and Professional Training

Please list in order of attendance all educational institutions attended. Enter semester units only. (1 quarter unit = 2/3 semester unit)

Undergraduate Coursework Name of Institution	City / State	Dates Enrolled	Degree	Major	Minor
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total number of semester units earned **beyond Bachelor's Degree**: _____

Graduate Coursework Name of Institution	City / State	Dates Enrolled	Degree	Major	Minor
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total number of **Graduate semester units earned**: _____

Total number of semester units earned **beyond Master's Degree**: _____

Professional Experience (most recent first)

1. Inclusive dates of employment: _____ Assignment: _____
Name and complete address of school: _____
Name of immediate supervisor: _____ Full or part-time: _____
2. Inclusive dates of employment: _____ Assignment: _____
Name and complete address of school: _____
Name of immediate supervisor: _____ Full or part-time: _____
3. Inclusive dates of employment: _____ Assignment: _____
Name and complete address of school: _____
Name of immediate supervisor: _____ Full or part-time: _____

Total number of full-time equivalent years of employment in K-12 education: _____

Total number of full-time equivalent years of employment in a public school, K-12 education: _____

References: Include your most recent supervisor(s)

1. Name: _____ Title: _____
Address: _____ Phone Number: _____
2. Name: _____ Title: _____
Address: _____ Phone Number: _____
3. Name: _____ Title: _____
Address: _____ Phone Number: _____

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DIRECTIONS: Answer each of the questions given below as best you can. Do not try to answer in the small space provided; attach your answers to this application (Please limit the additional pages to no more than two).

1. What do you want to accomplish as a teacher?

2. How would you assess students' attitudes and feelings about your class?

3. A parent comes to you and complains that what you are teaching his child is irrelevant to the child's needs. How would you respond?

4. How would you determine your students' strengths?

5. Describe your preferred teaching strategies.

What co-curricular activities would you be able and willing to direct? _____

Do you have a parent, spouse, son, daughter, sister, brother, brother-in-law, son-in-law, sister-in-law, daughter-in-law, step-parent and/or grandparent currently employed by the La Cañada Unified School District in a supervisor's position?

If "Yes," please indicate the name of the individual, your relationship to the person and their current position and location within the District: _____

If you are recommended for employment a criminal background check, including fingerprints, must be satisfactorily completed before you will be hired. LCUSD cannot accept previous fingerprint clearance, as each background check is made specifically for the particular employing agency.

I certify that the answers given by me in this application are true and correct without omissions of any kind. I agree that the District shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application. **I authorize the La Cañada Unified School District to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation or governmental agency to disclose to the La Cañada Unified School District any information they may have regarding me. In consideration of the School District's review of this application, I hereby release the district as well as all providers of information from any liability and any damage which may result from the furnishing and receiving of this information. A copy of this authorization and release is as valid as the original and should be recognized as such.**

Signature of Applicant

Date

La Cañada Unified School District does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation or any other unlawful basis in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and other applicable laws and regulations. An opportunity will be available during the selection process for persons with disabilities to advise the district of any need for reasonable accommodation(s).

Send application and materials to: *La Cañada Unified School District
Human Resources Office
4490 Cornishon Avenue
La Cañada, CA 91011*

La Cañada Unified School District

4490 Cornishon Ave, La Cañada, California 91011

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THIS FORM MUST BE COMPLETED BY ALL APPLICANTS

I authorize La Cañada Unified School District to make an investigation of my employment history and authorize any former employer, person, firm, corporation, credit agency, or government agency to give La Cañada Unified School District any information they may have regarding me. In consideration of La Cañada Unified School District's review of this application, I release La Cañada Unified School District and all providers of information from any liability as a result of furnishing and receiving this information.

Type or Print

_____	_____
Last Name, First, Middle	Signature
_____	_____
	Social Security Number

_____	_____
Employer	Telephone

Address (Must include Zip Code)

_____	_____
Month and Year hired	Month and Year ended

_____	_____
Employer	Telephone

Address (Must include Zip Code)

_____	_____
Month and Year hired	Month and Year ended

_____	_____
Employer	Telephone

Address (Must include Zip Code)

_____	_____
Month and Year hired	Month and Year ended

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CONFIDENTIAL DATA FORM

Completion of this form is strictly voluntary. Therefore, a decision not to complete the form will have no effect upon the consideration of your application for employment.

To comply with federal, state and district guidelines for affirmative action in equal employment practices, the La Cañada Unified School District must gather information and maintain records on applicant flow (number of minorities, women, and persons with disabilities applying for employment) and recruitment sources. Neither this form nor the information you provide will be used for any other purpose not required by federal, state, and district guidelines.

Position Applying For: _____	
Name: _____	Date: _____
Gender: Male _____ Female _____	Age: 40 and over _____
Veteran _____	Disabled _____

Disability Identification: Anyone who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment, or is regarded as having such impairment is considered a person with a disability. "Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In terms of employment, the law defines a "qualified individual with a disability" as a person with a disability who can perform the essential functions of the job with or without reasonable accommodation(s).

Do you need any accommodation with any special needs? Yes _____ No _____
If "Yes," what kind? _____

WHAT IS YOUR ETHNICITY? (Please check one)

Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) **Not Hispanic or Latino**

WHAT IS YOUR RACE? (Please check up to five racial categories) The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race to be.

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> 100 American Indian or Alaskan Native (A person having origins in any of the original peoples of North, Central or South America.) | <input type="checkbox"/> 203 Korean | <input type="checkbox"/> 299 Other Asian | <input type="checkbox"/> 400 Filipino/Filipino American |
| <input type="checkbox"/> 201 Chinese | <input type="checkbox"/> 204 Vietnamese | <input type="checkbox"/> 301 Hawaiian | <input type="checkbox"/> 600 African American or Black |
| <input type="checkbox"/> 202 Japanese | <input type="checkbox"/> 205 Asian Indian | <input type="checkbox"/> 302 Guamanian | <input type="checkbox"/> 700 White (A person having origins in any of the original peoples of Europe, North Africa or the Middle East.) |
| | <input type="checkbox"/> 206 Laotian | <input type="checkbox"/> 303 Samoan | |
| | <input type="checkbox"/> 207 Cambodian | <input type="checkbox"/> 304 Tahitian | |
| | <input type="checkbox"/> 208 Hmong | <input type="checkbox"/> 399 Other Pacific Islander | |

HOW DID YOU HEAR ABOUT THIS POSITION?

- Self-initiated Graduate Department District Employee EDJOIN Website
- Advertisement - Newspaper (please specify): _____
- Professional Organization (please specify): _____
- La Cañada Unified School District Website Other (please specify): _____

THANK-YOU FOR YOUR COOPERATION IN FILLING OUT THIS FORM

PROFESSIONAL REFERENCE FORM

Notice to applicant: Print your name **and** position for which you are applying below.

Notice to reference writer: The applicant noted on this form has authorized the La Cañada Unified School District to inquire with all listed references. Please return this form directly to the **La Cañada Unified School District, Human Resources Dept., 4490 Cornishon Ave., La Cañada, CA 91011. THIS INFORMATION IS CONFIDENTIAL. DO NOT GIVE TO APPLICANT TO RETURN**

(Applicant's name) _____ (Prospective Position) _____ has applied for a certificated position with the La Cañada Unified School District. We are asking you to evaluate the applicant on the checklist below.

What is/was your official relationship to the applicant? Check one.		
_____ Administrative Supervisor/Evaluator	How long? _____	Where? _____
_____ Supervising Teacher	How long? _____	Where? _____
_____ University/College Supervisor	How long? _____	Where? _____

Note: Please rate this applicant in each of the following categories by comparing this individual with others you have observed or for whom you have had evaluative responsibility. Check only **one** column per line. If you have additional comments, please provide a separate sheet.

Category	Upper 5%	Upper 10% but not upper 5%	Upper 25% but not upper 10%	Upper 50% but not upper 25%	Lower 50% not lowest 25%	Lowest 25%	No basis for judgment
Knowledge of Subject Matter. Extensive depth and breadth of knowledge of the subject(s) taught is evident in lesson plans and class activities. Demonstrates efforts to keep abreast of new developments in the subject field.							
Discipline/Class Management. Recognizes conditions which may lead to discipline problems; establishes clear parameters for student behavior; develops strategies to prevent discipline problems; responds appropriately when problems occur; assists students toward self-discipline.							
Clarity of Expression. Understands, presents and discusses concepts precisely; answers questions clearly. Writes effectively using appropriate grammar, spelling and legible penmanship. Uses voice appropriately by varying the volume and expressions according to the task.							
Flexibility/Versatility. Learns new concepts or ways of doing things willingly; cooperates with you and other adults; effectively uses various teaching styles; successfully teaches a variety of assignments; responds to constructive comments and supervision; works well with others in a team, faculty or parent situation.							
Enthusiasm. Displays overall optimism and zeal. Is willing to be involved. Participates in district projects, as well as building projects and committee work. Uses facial expressions, body language, and presentation skills that demonstrate an enthusiasm for the subject of learning.							
Instructional Skills. Plans and implements effective lessons; has knowledge of current approaches to teaching; applies new ideas and skills. Uses a variety of styles/methods when presenting lessons which reflect planning and pacing skills appropriate to the student. Provides learning experiences that are relevant to the age and skill level of students. Assesses needs of students and prescribes programs appropriate to meet needs.							
Commitment to Accomplishment. Exerts effort to attain goals; desires production results. Organizes ideas, time, materials, and space in a way that accomplishment occurs. Demonstrates attitude toward professional plans/goals; evidences "self-motivation." Is committed to student growth.							
Rapport. Develops favorable relationship with students, staff and parents; exhibits empathy for others; listens to understand concerns, needs and ideas of others.							
Ability to Meet individual Needs. Responds to student needs; demonstrates an ability to utilize learning strategies appropriate to students of varying socioeconomic, ethnic backgrounds, learning styles and disabilities.							

Name _____ Signature _____ Date _____

Address _____ Contact Phone _____

CHECKLIST OF REQUIRED PROFESSIONAL REFERENCES

You must have two Professional Reference Forms submitted from the required references. A listing of the required Professional References is found below. Copies of the form are included. Submit the Professional Reference Forms to your references. The reference writer is to mail the completed form **directly** to the Human Resources Department.

REQUIRED REFERENCES: Do **NOT** go beyond ten (10) years.

Prior K-12 certified experience:

- ❖ Immediate supervisor(s), i.e. principal, assistant principal, etc., from the current school year - NOT DEPARTMENT CHAIRS
- ❖ Immediate supervisor(s) from positions held prior to the current year, i.e. principal, assistant principal - NOT DEPARTMENT CHAIRS

If no prior K-12 full-time or part-time teaching experience, references are acceptable from the following:

- ❖ College supervisor(s) of student teaching
- ❖ Supervising teacher(s) of student teaching
- ❖ Principal(s)/supervisor(s) who have observed you in a substitute assignment of at least twenty (20) days in the last two (2) years