



ALHAMBRA UNIFIED SCHOOL DISTRICT

APPLICATION FOR SUBSTITUTE CERTIFICATED EMPLOYMENT

1515 West Mission Road
Alhambra, CA 91803
(626) 943-3060
FAX (626) 943-8051
Website: www.ausd.ca.us

For HR Use Only

APPLICANT: Please print in ink or type all information required. The completeness and receipt of all materials are the candidate's responsibility.

PERSONAL INFORMATION

Last Name	First Name	Initial	Social Security #
Mailing Address	City	State	Zip
Home Phone ()	Work Phone ()	Mobile Phone and/or E-mail	
<input type="checkbox"/> ADMINISTRATIVE: Position Title _____			
TEACHING: <input type="checkbox"/> ELEMENTARY K-5 <input type="checkbox"/> ELEMENTARY 6-8 <input type="checkbox"/> HIGH SCHOOL 9-12 <input type="checkbox"/> SPECIAL EDUCATION K-12			
GRADES/SUBJECT PREFERENCE: 1. _____ 2. _____ 3. _____			
<input type="checkbox"/> OTHER CERTIFICATED: (Counselor, Nurse, Psychologist)			
FOREIGN LANGUAGE(S): _____ <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/> Fluent <input type="checkbox"/> Some			

CREDENTIAL INFORMATION

DO YOU NOW HOLD A REGULAR (NOT EMERGENCY) CALIFORNIA TEACHING CREDENTIAL? Yes No

Name of Credential _____ Expiration _____

Date Name of Credential _____

Expiration Date _____

HAVE YOU TAKEN AND PASSED CBEST? Yes No If yes, date taken _____
(Attach a copy of CBEST transcript)

DO YOU NOW HOLD A CALIFORNIA ADMINISTRATIVE OR SERVICE CREDENTIAL? Yes No

Name of Credential _____ Expiration Date _____

IF YOU HAVE APPLIED FOR A PRELIMINARY OR CLEAR CREDENTIAL, WHICH UNIVERSITY RECOMMENDED IT?
_____ Effective Date of Credential _____

EDUCATION

COLLEGE/UNIVERSITY	FROM	TO	DEGREE	MAJOR	MINOR

Number of upper division/graduate level Semester Units/Credits completed after Bachelor's Degree _____ (1 Quarter Unit/Credit equals 2/3 Semester Unit/Credit)

Note: Transcripts showing a Bachelor's Degree must be included in the application.

STUDENT TEACHING EXPERIENCE

District	School	Dates		Grades/Subjects	# Units Earned	Grades Earned
		From	To			

Note: Transcripts showing Student Teaching and Grade must be included in the application.

FULL-TIME CONTRACT TEACHING EXPERIENCE – (Do Not List Substitute Teaching Experience)

District	School	Dates		Grades/Subjects Taught	Reason for Leaving
		From	To		

ADMINISTRATIVE EXPERIENCE – (Full-Time Only – Do Not List Field Work)

District	School	Dates		Grades/Subjects Taught	Reason for Leaving
		From	To		

PROFESSIONAL REFERENCES (REQUIRED)

Current or Last Principal/Supervisor: _____		Position: _____	
District: _____		Phone w/area code: _____	
Street	City	Zip	

Name	Address	Phone	Position

SPECIAL SKILLS/TRAINING

<input type="checkbox"/> Classroom Management Skills <input type="checkbox"/> Training in Clinical Teaching Techniques <input type="checkbox"/> Music <input type="checkbox"/> Art <input type="checkbox"/> Technology <input type="checkbox"/> Musical Instrument(s) <input type="checkbox"/> Coaching/Sport _____
What additional qualifications do you feel you possess for which you have applied? _____ _____ _____

CONFIDENTIAL INFORMATION

ANSWERS WILL NOT NECESSARILY DISQUALIFY YOU FROM CONSIDERATION

- | | Yes | No |
|--|--------------------------|--------------------------|
| A. Have you ever had a credential suspended or revoked? If yes, explain where and why. | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Are you currently the subject of <u>any</u> inquiry or investigation by any licensing agency, law enforcement agency, or any former or current employing school district? If yes, give when, where and disposition of the case. | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Have you ever been convicted of a felony or misdemeanor? (Convictions include a plea of guilty, nolo contendere (no contest), and/or finding of guilty by judge or jury. Include convictions for any "Driving Under the Influence" offense; convictions later dismissed following probation; convictions for sex and/or narcotics offenses referred to in Education Code Sections 44010 and 44011 even if such convictions were later expunged from your record pursuant to Penal Code Section 1203.4). If yes, give when, where and disposition of case. | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Do you currently have any of the offense(s) described above pending against you, which have not yet been settled in a court of law? If yes, give when, where, and disposition of case. | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Have you ever been employed by this district? If yes, what year? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Have you previously made application to this district? | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Are you currently under contract? If yes, give location and date of expiration. | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Have you ever been dismissed, non-reelected, released or asked to resign from a job? If yes, give name of employer and explain situation. | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Upon employment can you submit verification of your legal right to work in the United States? | <input type="checkbox"/> | <input type="checkbox"/> |

FOR ANY "YES" ANSWER TO THE ABOVE QUESTIONS, PLEASE ATTACH A LETTER OF EXPLANATION

CERTIFICATION OF APPLICATION

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY. THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU MIGHT BE EMPLOYED BY THE ALHAMBRA UNIFIED SCHOOL DISTRICT.

1. The information that I have provided on this Certificated Applicant Profile is accurate to the best of my knowledge and subject to verification by the Alhambra Unified School District.
2. I authorize the persons, schools, current employer and other organizations named in this application to provide the Alhambra Unified School District with any information that may be required to arrive at the employment decision.
3. All offers of employment are subject to and contingent upon the completion of a criminal background check by the California Department of Justice. Convictions or certain crimes, including but not limited to sex and narcotics offenses and serious and violent felonies, as specified in the California Educational and Penal Codes, will bar employment with the District.
4. I understand and agree to the following
 - a. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal or, if employed, termination from Alhambra Unified School District employment.
 - b. Before my contract becomes effective or compensation is possible, a valid California credential appropriate to my assignment must be filed in the Office of the Los Angeles County Superintendent of Schools.
 - c. I must furnish evidence of freedom from tuberculosis and, if I have not previously taught in California, I may be required to have a medical examination.
 - d. If offered a position by the Alhambra Unified School District, I will provide evidence of my right to work as required by the Immigration and Naturalization Service.
 - e. As a part of this application, it is my responsibility to have all requested materials submitted to the Human Resources Division of the Alhambra Unified School District.

I declare under penalty of perjury that all statements made in this application are true and correct.

SIGNATURE _____ DATE _____

APPLICATIONS FOR CERTIFICATED POSITIONS IN

THE ALHAMBRA UNIFIED SCHOOL DISTRICT

- OUR DISTRICT** The Alhambra Unified School District employs approximately 1,000 persons on the certificated staff and has an average daily attendance (K-12) of 20,000 students. The District has 13 elementary schools (K-8); three comprehensive high schools (9-12) one continuation high school; one alternative school, and maintains an adult education program of approximately 20,000 adult students.
- THE APPLICATION** All information on the application must be completed accurately and be verifiable. It is not possible to acknowledge receipt of applications. **Application must include** a copy of (1) current resume; (2) three letters of recommendation; (3) credential or CBEST results; (4) college transcripts. **Applications will be eligible for consideration only after all supporting materials have been received** and processed. The Alhambra Unified School District keeps applications in an active file for a period of one year from the date of receipt. You must notify the Human Resources Division in writing if you would like the application reactivated for another year.
- CREDENTIALS** In order to be considered for employment, the appropriate credential must be held for the position for which the applicant is applying, including evidence of bilingual capability, if applicable.
- INTERVIEW** A personal interview is part of the selection process. Teacher applicants are considered on the basis of a completed application, transcripts, college and professional recommendations, Interviews will be scheduled for candidates as dictated by District needs. The Human Resources Division will contact candidates and arrange appointments based on pre-screening.

SEND COMPLETED APPLICATION MATERIALS TO:

ALHAMBRA UNIFIED SCHOOL DISTRICT
Human Resources Division
1515 West Mission Road
Alhambra, CA 91803

NOTE: Applicants for substitute teaching should request a Substitute Teacher Application packet.

IN YOUR OWN HANDWRITING, PLEASE STATE YOUR EDUCATIONAL PHILOSOPHY