

EL DORADO UNION HIGH SCHOOL DISTRICT

BOARD OF TRUSTEES

TIMOTHY M. CARY
LORI M. VEERKAMP
MARY T. MUSE
KEVIN W. BROWN
TODD R. WHITE

SUPERINTENDENT

CHRISTOPHER HOFFMAN

Dear Applicant:

To complete your application for employment, please forward the following:

1. Introductory Letter of Interest
2. El Dorado Union High School District Certificated Application
3. Resume
4. Letters of Recommendation (*The letters must be regarding your teaching ability—evaluations are not considered as letters of recommendation.*)
5. Copy of credential, or statement regarding the status of your credential.
6. Verification of California Basic Educational Skills Test (CBEST), if applicable.
7. NCLB compliance letter for each subject area you have been certified to teach, if applicable.
8. Transcripts of all college work. (*Photocopies will be acceptable at this time*)

These documents, along with your completed application, should be sent to:

Stevie Clark
Assistant Superintendent, Human Resources
El Dorado Union High School District
4675 Missouri Flat Road
Placerville, CA 95667

PLEASE NOTE: APPLICATIONS WILL BE ACCEPTED BASED UPON ADVERTISED VACANCIES.
APPLICATIONS RECEIVED BY THE FILING DEADLINE WILL REMAIN ON FILE
FOR THE SCHOOL YEAR IN WHICH THEY ARE RECEIVED.

Certificated Employment Application

(PLEASE TYPE OR PRINT IN INK)

DATE STAMP

| | | | |
|--|----------------------------------|---|--------------------------|
| LAST NAME | FIRST NAME | MIDDLE INITIAL | |
| MAILING ADDRESS | CITY – STATE – ZIP | HOW LONG AT PRESENT ADDRESS | |
| PREVIOUS STREET ADDRESS / PO BOX | PREVIOUS CITY – STATE – ZIP | HOW LONG AT PREVIOUS ADDRESS | |
| HOME PHONE # (INCLUDE AREA CODE) | CELL PHONE # (INCLUDE AREA CODE) | WORK PHONE # (INCLUDE AREA CODE) | |
| DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO | DRIVER'S LICENSE # | CAN YOU AFTER EMPLOYMENT SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Subject for which you are applying: | | | |
| California credentials now held: | Type: | Expires: | |
| | Type: | Expires: | |
| Name of California teaching credential applied for: | | Date of application: | |
| Current Authorization(s): <input type="checkbox"/> BCLAD <input type="checkbox"/> CLAD <input type="checkbox"/> SDAIE <input type="checkbox"/> Other: | | | |
| Have you passed the CA CBEST exam? <input type="checkbox"/> Yes, Date taken: _____ Have not taken | | | |
| Card Number: _____ Anticipated exam date: _____ | | | |
| PLEASE ANSWER THE FOLLOWING QUESTIONS | | YES | NO |
| 1. Are you or have you ever been a member of the California Teachers Retirement System? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has your credential ever been suspended or revoked? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever left a regular teaching position at any time other than the end of the school year? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been convicted of a felony or misdemeanor? You are required to disclose all convictions whether or not the court dismissed, expunged, or set aside the conviction under authority of section 1203.4 or 1203.4a of the California Penal Code. Use the <i>Remarks</i> section below to state this information. Also state any health care exceptions for controlled substance convictions. DO NOT include traffic violations or citations for parking or speeding. Failure to report any and all convictions will result in your application being denied. Please note that convictions will not necessarily disqualify an applicant for employment. All conviction information will be reviewed for relevance to the position, especially convictions involving violence or integrity issues. California Education Codes 45123 and 45124 restrict our employment of individuals convicted of sex offenses or controlled substance offenses. | | <input type="checkbox"/> | <input type="checkbox"/> |
| Remarks (<i>attach separate sheet if needed</i>): | | | |

SECTION A

| COLLEGE OR UNIVERSITY EDUCATION | | | | | |
|--|--|------------|--------|--|----------|
| SECTION B | NAME AND LOCATION OF EACH INSTITUTION ATTENDED | GRADUATED | | MAJOR(S) | MINOR(S) |
| | | DATE | DEGREE | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Itemize your current fluency in computer technology and associated equipment and software: | | | | | |
| Major GPA: | | Minor GPA: | | Overall GPA: | |
| Number of <u>semester</u> units of graduate work beyond BA or BS Degree: (Quarter unit – 2/3 Semester unit) | | | | MA: <input type="checkbox"/> YES <input type="checkbox"/> NO | |

| TEACHING EXPERIENCE | | | | | | | |
|--|------|---------------------|------------------|--------|----------|------------------|-------------------|
| List last position first. Use separate sheet if necessary. If none, report student teaching experience. Indicate Type—regular, substitute, or student teaching. | | | | | | | |
| SECTION C | TYPE | DATES OF EMPLOYMENT | GRADE OR SUBJECT | SCHOOL | DISTRICT | DISTRICT ADDRESS | PHONE & AREA CODE |
| | | | | | | | |
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| | | | | | | | |
| <input type="checkbox"/> Check box if you have qualifications which especially equip you to work with culturally diverse and/or minority groups and multiethnic programs, and include a brief explanation: | | | | | | | |
| I release from all liability persons and organizations reporting information required by this application. I further certify that <input type="checkbox"/> I have, <input type="checkbox"/> I have not been dismissed or non-re-elected from a teaching position. In the event that you have been dismissed or non-re-elected, a full and accurate explanation must be attached to this form. | | | | | | | |

| PERSONAL REFERENCES | | | | | |
|---|------|----------|-------------------|------------|------------|
| List three professional references. Include only those who have knowledge of your teaching experience, e.g., superintendents, principals, supervisors, and student teaching master teacher. | | | | | |
| SECTION D | NAME | POSITION | DISTRICT / AGENCY | HOME PHONE | WORK PHONE |
| | | | | () () | () () |
| | | | | () () | () () |
| | | | | () () | () () |
| Please list any other names you have used (including nicknames) to enable the district to check your employment, educational and personal references: | | | | | |

| PLEASE ANSWER THE FOLLOWING | | | YES | NO |
|-----------------------------|---|------------------------------|--------------------------|--------------------------|
| SECTION E | Are you able to perform the essential job functions for this position (<i>see specific job description</i>) with or without a reasonable accommodation? | | <input type="checkbox"/> | <input type="checkbox"/> |
| | I HEREBY CERTIFY that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from liability persons and organizations reporting information required by this application, and understand that withholding or falsification of information on this form may be cause for a non-selection or termination. I ACKNOWLEDGE AND AGREE that if I am offered employment, I will fulfill the following employment requirements: (a) take a physical examination, (b) take a TB test, (c) have fingerprints taken, (d) take an oath of allegiance specified by the California Education Code. | | <input type="checkbox"/> | <input type="checkbox"/> |
| | X | Signature of Applicant _____ | Date _____ | |

A copy of your current credential, three letters of recommendation, resume, CBEST verification, and college transcripts MUST accompany this application.

THE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT, 1992. PROSPECTIVE EMPLOYEES WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, PREGNANCY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, GENETIC INFORMATION, VETERAN STATUS, GENDER, SEX OR SEXUAL ORIENTATION.

EL DORADO UNION HIGH SCHOOL DISTRICT
4675 Missouri Flat Road
Placerville, CA 95667

RELEASE OF INFORMATION

I AM AN APPLICANT for the position of _____
at the El Dorado Union High School District. Pursuant to Board Policies BP4111 and BP4211, this position requires that the Human Resources office in the El Dorado Union High School District conduct a thorough background investigation, including my personal and professional ability to perform in this capacity.

I HEREBY DIRECT you, your organization, its Custodian of Records, and/or persons in your employ to release any and all information which you have concerning me, including information which may be of a confidential, privileged and/or derogatory nature, including, but not limited to, employment information, educational records, and transcripts.

I RELEASE AND DISCHARGE you, your organization, its officers, agents, and assigns from any liability or damages, whether in equity or law, now and in the future, for furnishing the information requested by El Dorado Union High School District.

I ACKNOWLEDGE AND ADVISE you that the information you choose to disclose to El Dorado Union High School District is for the sole purpose of determining my qualifications and fitness for the position for which I am applying. I further acknowledge and agree that the information you choose to provide to El Dorado Union High School District is a confidential communication and is privileged pursuant to California Civil Code 47, subsections 2 and 3. Absent a court order to the contrary, the information you provide in response to this request will remain confidential and will not be released. (California Labor Code 1198.5 and California Education Code 44031)

This release expires **120 days** from the date of signature.

CERTIFICATION: I certify that I have read this authorization form, understand its meaning and purpose. I may revoke this authorization at any time by delivering, in writing, such revocation to you or your organization.

X

Applicant's Signature

Date

Print Name

SECTION F

Supplemental Application for Coaching, Extracurricular Activities, and Instructional Leadership

Outstanding classroom teaching is the primary focus of hiring. The El Dorado Union High School District is also actively seeking credentialed applicants who possess additional qualities in the areas of instructional leadership, coaching experience or extracurricular involvement which can enhance their candidacy. Please complete the following information as applicable.

| | |
|-----------|------------|
| LAST NAME | FIRST NAME |
|-----------|------------|

COACHING EXPERIENCE: Check all that apply and fill in blanks

I have experience in coaching the following sports:

| SPORT | LEVEL OF TEAM VARSITY – JV – FRESHMAN – PARKS & RECREATION | COACHING ASSIGNMENT HEAD – ASSISTANT | YEARS IN POSITION |
|-------|--|---|----------------------|
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I have not previously coached a sport, but I plan to pursue coaching opportunities as follows:

| SPORT | LEVEL OF TEAM VARSITY – JV – FRESHMAN – PARKS & RECREATION | COACHING ASSIGNMENT HEAD – ASSISTANT | QUALIFICATIONS |
|-------|--|---|----------------|
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COMPLETE REVERSE SIDE

INSTRUCTIONAL LEADERSHIP

(Examples: Mentor, department chair, peer coaching, grant writer/recipient, committee work, other evidence of instructional leadership)

| EDUCATIONAL LEADERSHIP ACTIVITY | DATES | | BRIEFLY DESCRIBE ACTIVITY |
|---------------------------------|-------|----|---------------------------|
| | FROM | TO | |
| | | | |
| | | | |
| | | | |

EXTRACURRICULAR EXPERIENCE: Check all that apply and fill in blanks

I have experience as an advisor to the following groups or sponsorship of the following activities:

| GROUP / ACTIVITY | YEARS OF EXPERIENCE |
|------------------|---------------------|
| | |
| | |
| | |

I have not previously served as an advisor or sponsor but plan to pursue these opportunities in the following activities:

| GROUP / ACTIVITY | | |
|------------------|--|--|
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The District is an Equal Opportunity Employer and Complies with Title X.