South Fork Union School District

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Weldon, California 93283
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Robin Shive, Superintendent
http://www.southforkschool.org

APPLICATION INFORMATION FOR CERTIFICATED CANDIDATES

The South Fork Union School District is a Pre School-8th grade public school system. We appreciate your interest in employment with our outstanding school district.

1. APPLICATIONS

Applicants must hold or be eligible for California certification. State law requires the successful completion of the California Basic Education Skills Test (CBEST) as a prerequisite for obtaining California certification or for employment within the state public school system. Consequently, a passing score on the CBEST is required before a contract can be offered to a new employee.

Exceptions to this rule are allowed if an applicant is newly arrived in California, has qualified for an out of state teaching credential and is eligible for a California credential for one year during which time the CBEST must be passed. Applications are available at the South Fork Union School District Office or online at www.southforkschool.org.

2. When a vacancy exists, the Personnel Office will make complete application files available to school principals and/or district administrators for review. A complete application file consists of the following:

1. Completed application for certificated employment
2. A letter of application
3. Placement file or letters of recommendation
4. Resume
5. Copy of credential if any
6. Copy of transcripts
7. CBEST and CSET scores

Placement on the salary schedule is computed according to semester/quarter units held beyond the Bachelor's Degree and prior experience. Credit for a maximum of 3 years of experience may be granted. This experience must be full-time public school teaching while under contract and under the authorization of a valid credential.

The following items will be required if you are employed by our District. Please be prepared to submit ORIGINALS of the first four when employed.

1. All official college transcripts - Original
2. Written verification of experience - Original
3. Credentials - Original
4. Copy of CBEST verification of passing (if applicable) - Original
5. Written verification of a negative TB test administered no earlier than sixty days prior to employment or within four years if transferring from another California school district.
6. Driver's License.
7. Social Security Card
8. Fingerprints.

If you have any questions regarding the status of your application, please feel free to contact our Personnel Services Office at (760) 378-4000. Thank you for your interest.

• CERTIFICATED HIRING PROCESS •

1. **SUBMIT APPLICATION** - (Complete ALL sections, sign and date. Include resume and letters of recommendation, transcripts and credentials. Incomplete applications may result in your being screened out.)

2. **PAPER SCREENING** - (Applications are paper screened for specific job openings and successful applicants are invited to interview.)

3. **PANEL INTERVIEW** - (Panel may consist of one or more administrators, and/or teacher(s), and will ask the candidate questions regarding background, instructional strategies, pupil progress, learning environment, and professional duties.)

4. **REFERENCE CHECK** - (Follow-up calls or contacts to individuals familiar with the candidate's performance will take place after the interview.)

5. **LETTER OF INTENT** - (The successful South Fork candidate will receive a Letter of Intent or phone call from the Personnel Services Office. All other candidates will receive a postcard regarding their status.)

6. **MEDICAL SCREENING / FINGERPRINTING** - (California State Education Code mandates that all new employees show proof of negative TB screening, complete a health examination, and be fingerprinted. Fingerprint results must be received prior to placement in a classroom.)

7. **SALARY PLACEMENT & CONTRACT** -(Based upon verification of a combination of experience and professional preparation, each candidate will be assigned a starting salary and sign a formal contract of employment.)

8. **BOARD APPROVAL** - (The South Fork Union School District's School Board will take action regarding the hiring of all individuals.)

APPLICATION FOR CERTIFICATED POSITION

Date_____ Name_____ Social Security Number_____

Mailing Address _____ Phone _____

E-Mail Address_____ Work _____

Are you interested in substitute teaching? Yes No Other_____
(a substitute application will be provided)

POSITION FOR WHICH YOU ARE APPLYING (Number in Order of Preference)

_____ Elementary: (Grade Levels) _____

_____ Intermediate :(Subjects)_____

_____ Other: (Special Education, etc.)_____

It is recommended that you submit the following information to Personnel Services by the deadline date:
1. Application 2. Letter of Application 3. Resume 4. Placement File or Letters of Recommendation 5 .Copy of Credential(s) & Transcript(s)

CALIFORNIA CREDENTIAL INFORMATION

Name of Credential(s) Held	Subject/Authorization	Date Issued	Expiration Date	English Language Learner Authorization

CALIFORNIA CREDENTIAL APPLICATION IN PROGRESS?

No Yes Name of University processing your credential_____

If you do not currently hold a credential, are you eligible for a university Internship credential upon offer of employment?

No Yes *(University eligibility letter must be included)* Name of University_____

Subject Matter – Exams you have passed: MSA T CSET RICA PRAXIS/SSAT Subject Area:_____

TEACHER LICENSE(S)/CREDENTIAL(S) HELD FROM OTHER STATES: STATE_____

Authorization_____ Expiration Date:_____

Are you No Child Left Behind Compliant (NCLB)? Yes No If yes, what subject area(s)?_____
Please enclose a copy of the NCLB compliance form.

Have you taken and passed the California Basic Education Skills Test? Yes No

South Fork Union School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents of community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical of mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.

EDUCATIONAL AND PROFESSIONAL PREPARATION (Salary is based on semester or quarter units.)

College or University (Name & Location)	Major/Minor	Dates Attended	Degree and Degree Date	Quarter Units Total	Semester Units Total

What foreign languages do you speak fluently? _____

PROFESSIONAL EXPERIENCE List all Districts for whom you have worked. Start with your most recent experience. If more space is needed, use additional page. If no paid experience, list student teaching.

# Yrs Exp.	Inclusive Dates From	Inclusive Dates To	Name of District/School	Location City/School	Grade Level, Subject or Position	Annual Salary	Name of Supervisor	Phone Number of Supervisor of District/School

EXPERIENCE OTHER THAN TEACHING

# Yrs Exp.	Inclusive Dates From	Inclusive Dates To	Name of Company	Location City/School	Position	Annual Salary	Name of Supervisor	Phone Number of Employer

PROFESSIONAL REFERENCES (Include only names of people who know of your work professionally whom we may contact.)

Name and Position	Current District/School/Employer	Phone

CONFIDENTIAL INFORMATION if you answer yes to any questions 5 through 11, you must submit a full explanation, using a separate sheet of paper.

1. Have you ever been employed by this District? If yes, what year? _____ Yes No
2. Have you previously applied to this District? _____ Yes No
3. Are you currently under contract? If yes, give location and date of expiration._____ Yes No
4. Are you able to perform the entire job functions listed on the job announcement with or without reasonable accommodations? Yes No
   What kind of accommodations will be required? _____
5. Have you ever had a credential suspended or revoked? If yes, please explain. Yes No
6. Have you ever applied for a credential that was rejected or denied? If yes, please explain. Yes No
7. Have you ever been convicted of a felony? (An affirmative answer will not necessarily disqualify an applicant.) Yes No
   If yes, please give when, where, and disposition case.)
8. Have you ever been convicted of a misdemeanor offense other than minor traffic violations? (An affirmative answer will not necessarily disqualify an applicant.) If yes please give when, where, and disposition of case. Yes No
9. Are you now the subject of any inquiry, disciplinary action, review of investigation? If yes, please explain. Yes No
10. Have you ever been dismissed or asked to resign? If yes, please explain. Yes No
11. Have you ever resigned to avoid investigation for alleged misconduct? If yes, please explain. Yes No

CERTIFICATION OF THE APPLICATION

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY. THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU MIGHT BE EMPLOYED BY THE SOUTH FORK UNION SCHOOL DISTRICT.

1. The information that I have provided on this certificated application is accurate to the best of my knowledge and subject to validation by the South Fork Union School District.

2. I authorize the persons, schools, current employer, and other organizations or employers named in this application to provide The South Fork Union School District with any information that may be required to arrive at an employment decision. (Education Code 44031)

3. I understand and agree that:

a. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from, South Fork Union School District employment.

b. A medical examination and signed release statements, as stipulated by the South Fork Union School District, are required. I understand that I must furnish evidence of freedom from tuberculosis.

c. Fingerprints must be taken and cleared prior to my first day in employment. (Education Code 45125)

d. All applications are kept on active file by the South Fork Union School District for a period of one year from the date each application is received. I understand that if I am interested in a position with the District within one year from the date I file this application, I must notify the Personnel Services Office in writing. I understand that, in the event the District does not receive such notification, my name will be placed on the District's inactive file of applicants.

f. If offered a position by the South Fork Union School District, I will provide evidence of my right to work as required by the Immigration and Naturalization Service.

g. As a part of this application, it is my responsibility to list principals and other supervisors who have firsthand knowledge of my teaching ability and related skills, or to have my placement file (if applicable) forwarded to the South Fork Union School District.

h. If my employment is subject to completion of training/coursework leading to additional certification and credentials, I agree to follow through on this commitment.

NOTICE TO APPLICANT:

Recheck the application to be sure that it is complete and accurate before signing: Unsigned applications will not be considered.

_____ _____

Signature Date