



EMPLOYMENT APPLICATION
for
CERTIFICATED SUBSTITUTE
Yuba County Office of Education
Francisco Reveles, Ed.D., Superintendent

POSITION DESIRED _____

APPLICATION REQUIREMENTS

- | | |
|--|---|
| <input type="checkbox"/> YCOE Application Form | <input type="checkbox"/> Letter of Interest (optional) |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Copy of Valid Teaching Credential/Permit |
| <input type="checkbox"/> Letters of Recommendation (2) | <input type="checkbox"/> Copy of Transcripts |

See back page for application guidelines

PERSONAL INFORMATION

Name _____ Social Security # _____

Address _____

City _____ State _____ Zip _____

Home Phone # (_____) _____ Work Phone # (_____) _____

Cell # (_____) _____ E-mail Address _____

Have you ever worked for a county office of education?

☐ Yes ☐ No

If YES, when, where and in what capacity _____

Reason for Leaving _____

Have you ever worked for a school district?

☐ Yes ☐ No

Are you related to any employee of this organization? ☐ Yes ☐ No If YES, list name and relationship to you _____

RECORD OF TEACHING and/or PROFESSIONAL EXPERIENCE

Are you currently under contract with any other district/county office? ☐ Yes ☐ No

If YES, give name of district/county office and date of contract expiration _____

Have you been dismissed or asked to resign from any position? ☐ Yes ☐ No

If YES, a letter of explanation must accompany application

List all paid experience in chronological order, most recent first. Please account for all gaps in employment.

(1) Employer _____

Address _____

Please check type of school: ☐ Public ☐ Private ☐ Other _____

Number of years employed as a fully-credentialed teacher _____ ☐ Full-time ☐ Part-time

Number of years employed as: Substitute _____ Intern _____ Emergency Permit Teacher _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? ☐ Yes ☐ No Work phone # (_____) _____ Other phone # (_____) _____

Reason for leaving position _____

(2) Employer_____

Address_____

Please check type of school: ☐ Public ☐ Private ☐ Other_____

Number of years employed as a fully-credentialed teacher_____ ☐ Full-time ☐ Part-time

Number of years employed as: Substitute_____ Intern_____ Emergency Permit Teacher_____

Inclusive Dates: From_____ To_____ Annual Salary_____

Name and Title of Immediate Supervisor_____

OK to contact? ☐ Yes ☐ No Work phone # (_____)_____ Other phone # (_____)_____

Reason for leaving position_____

(3) Employer_____

Address_____

Please check type of school: ☐ Public ☐ Private ☐ Other_____

Number of years employed as a fully-credentialed teacher_____ ☐ Full-time ☐ Part-time

Number of years employed as: Substitute_____ Intern_____ Emergency Permit Teacher_____

Inclusive Dates: From_____ To_____ Annual Salary_____

Name and Title of Immediate Supervisor_____

OK to contact? ☐ Yes ☐ No Work phone # (_____)_____ Other phone # (_____)_____

Reason for leaving position_____

EMPLOYMENT REFERENCES

(1) Position Held _____ Employer _____ City/State _____

Name and Title of Immediate Supervisor _____

Work phone # (_____)_____ Other phone # (_____)_____ Dates: To _____ From _____

(2) Position Held _____ Employer _____ City/State _____

Name and Title of Immediate Supervisor _____

Work phone # (_____)_____ Other phone # (_____)_____ Dates: To _____ From _____

(3) Position Held _____ Employer _____ City/State _____

Name and Title of Immediate Supervisor _____

Work phone # (_____)_____ Other phone # (_____)_____ Dates: To _____ From _____

RECORD OF EDUCATIONAL and PROFESSIONAL PREPARATION

List highest attainment first

(1) Name of College or University_____

Address_____

Field of Study: Major_____ Minor_____

Dates Attended: From_____ To_____ Degree Awarded_____

(2) Name of College or University_____

Address_____

Field of Study: Major_____ Minor_____

Dates Attended: From_____ To_____ Degree Awarded_____

(3) Name of College or University _____
Address _____
Field of Study: Major _____ Minor _____
Dates Attended: From _____ To _____ Degree Awarded _____
Number of Post Baccalaureate Units _____ ☐ Semester ☐ Quarter

List languages, other than English, that you are familiar with:
(If this position does not require bilingual skills, this questions is optional)

(1) _____ (2) _____
☐ Read ☐ Speak ☐ Write ☐ Fluent ☐ Some ☐ Read ☐ Speak ☐ Write ☐ Fluent ☐ Some

CREDENTIAL INFORMATION

Do you hold a valid California Teaching Credential/Permit? ☐ Yes ☐ No
List all types of valid credentials/permits that you currently hold:

(1) Type/Authorization _____
Expiration Date _____ State _____
(2) Type/Authorization _____
Expiration Date _____ State _____
(3) Type/Authorization _____
Expiration Date _____ State _____
(4) Type/Authorization _____
Expiration Date _____ State _____

Additional certificates held: ☐ BBC ☐ BCLAD ☐ CLAD ☐ LDS ☐ Other _____

If you do not currently hold a teaching credential/permit, through which college or university have you applied?
_____ Date applied _____

Date CBEST passed _____ Anticipated test date _____

Have you ever taught or been a school administrator in California? ☐ Yes ☐ No
Have you ever had a credential suspended or revoked, or received any other type of disciplinary action from any teaching or licensing agency of any type, from any state or country? ☐ Yes ☐ No

If YES, please indicate action ☐ Revocation ☐ Suspension ☐ Other _____

Explain when, where, why action was taken and current status (**explanation required**) _____

APPLICATION GUIDELINES

Thank you for your interest in employment with the Yuba County Office of Education. Please keep in mind the following important suggestions as you prepare your application:

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name and position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. Human Resources CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of Yuba County Office of Education. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone and/or email. Applicants not chosen for an interview will receive notification by email.
- (8) No fax applications will be accepted.

REQUIRED APPLICANT STATEMENT

- (1) Have you ever been convicted of a felony or a misdemeanor? ☐ Yes ☐ No
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. If YES, a letter of explanation must accompany your application.
- (2) Can you, after offer of employment, submit verification of your legal right to work in the United States? ☐ Yes ☐ No
- (3) Do you object to the contacting of references other than those provided? ☐ Yes ☐ No
- (4) Are you able to perform the essential functions of this position with or without reasonable accommodation? ☐ Yes ☐ No

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process.

The Yuba County Office of Education reserves the right to disregard any application which is not fully complete and signed by the applicant.

Signature of Applicant _____ Date _____

PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO

Yuba County Office of Education
Attn: Director of Human Resources
935 14th Street
Marysville, CA 95901
(530) 749-4900
Website: www.yuba.net

Equal Opportunity Employer