



Ventura County Office of Education
 5189 Verdugo Way
 Camarillo, CA 93012
 Telephone (805) 383-1913 or 383-1912

Application for Certificated Employment

Please be aware that INCOMPLETE Applications will not be considered. Complete all sections. Do not write "See Resume" in lieu of filling out this form completely. Any false or misleading information will disqualify the applicant from consideration.

POSITION APPLIED FOR: _____ **Date of Application:** _____

Name _____ Social Security No. _____
 Address _____
 City _____ State _____ Zip _____
 Home Phone# () _____ Work Phone # () _____ Cellular# () _____
 Email Address _____ CA Drivers License umber _____

CREDENTIAL INFORMATION

Type _____	Authorization _____	Expiration Date _____	State _____
Type _____	Authorization _____	Expiration Date _____	State _____

Tests you have passed: CBEST MSAT RICA CSET (Subject Area) _____

Certificates Held: BCC BCLAD CLAD LDS ELD/SDAIE Other: _____

Programs Enrolled in: PreIntern Intern Unspecified Authorized Subject: _____

I possess a Certificate of Compliance for the No Child Left Behind Act (NCLB) in the following Subject Area(s):

Arts English Reading/Language Arts Foreign Language Mathematics Biological Sciences Chemistry
 Geosciences Physics Civics and Government Economics Geography History

EDUCATIONAL AND PROFESSIONAL PREPARATION

Name of High School _____ Highest Grade Completed _____ Graduated GED

Name of College/University School _____ Major/Field of Study _____

Semester Units _____ Quarter Units _____

Attended From _____ To _____ Degree Awarded _____

Name of College/University School _____ Major/Field of Study _____

Semester Units _____ Quarter Units _____

Attended From _____ To _____ Degree Awarded _____

Name of College/University School _____ Major/Field of Study _____

Semester Units _____ Quarter Units _____

Attended From _____ To _____ Degree Awarded _____

GENERAL INFORMATION

Total years of teaching experience (excluding student teaching): _____

Are you now under contract? _____ Yes _____ No Date of expiration: _____ Where? _____

Date available for employment: _____

Have you filed an application with us before? _____ Yes _____ No Date: _____

Position: _____

Are any criminal charges or proceedings pending against you? (If yes, explain on back page or separate sheet.) ___ Yes ___ No

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? (If yes, explain on separate sheet.) ___ Yes ___ No

Have you ever been convicted of any felony or misdemeanor? ___ Yes ___ No If yes, explain when, where and disposition of case(s).

NOTE: A conviction may not necessarily disqualify you from the job for which you have applied.

Have you ever had a credential suspended or revoked, or received a public reproof or any type of disciplinary action from any teaching or other licensing agency of any type, from any state or country? _____ Yes _____ No

Is any such action pending against you? _____ Yes _____ No If so, explain. (Required) _____

Have you ever been dismissed, asked to resign, or been non re-elected from any certificated position? (If yes, explain on back page or separate sheet.) _____ Yes _____ No

To avoid possible conflict of interest, list any school board member(s) or employee relative(s) in Ventura County Superintendent of Schools, and list relationship:

Are you able to perform the essential functions required of the position for which you are making application with or without a reasonable accommodation? _____ Yes _____ No

PROFESSIONAL REFERENCES (Indicate those who should NOT be contacted at this time by indicating a * by their name. This section must be completed.) Reference must be current and available for contact by Human Resources.

Name	Position Title	Organization/Company	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY Begin with most recent experience and go back maximum 10 years. You may be asked to account for gaps in employment. If you need additional space you may use the back page.

This section must be completed. DO NOT WRITE "SEE RESUME"

(1) Position Title _____

Dates Of Service From _____ To _____ Reason for Leaving _____

Employing Agency and Address: _____

Name of Immediate Supervisor _____

Description of Duties _____

(2) **Position Title** _____

Dates Of Service From _____ To _____ Reason for Leaving _____

Employing Agency and Address: _____

Name of Immediate Supervisor _____

Description of Duties: _____

(3) **Position Title** _____

Dates Of Service From _____ To _____ Reason for Leaving _____

Employing Agency and Address: _____

Name of Immediate Supervisor _____

Description of Duties: _____

FINGERPRINTING: State law requires that all employees be fingerprinted to check for or verify conviction records. AB 1610 prohibits an employer from employing a person until the Department of Justice (DOJ) completes its obligations regarding the arrest and conviction information, and from employing a person who has been convicted of a violent or serious felony, as defined.

All candidates with a record of conviction for offenses, other than minor traffic violations, must file with the Director of Human Resources a conviction record of statement. A record of conviction will not automatically disqualify you from employment, but failure to list all convictions may result in disqualification or dismissal.

Any attempt to directly contact the Superintendent with the intent of influencing the selection process will be considered a breach of professional ethics and disqualify the applicant from further consideration.

Per the Immigration Reform and Control Act of 1986, you must provide us with proper documentation of your legal right to work in the United States as a condition of employment.

We are an Equal Opportunity Employer.

My signature below authorizes the school division to conduct a background investigation and authorizes release of information in connection with my application for employment. Further, I hold harmless any individual or firm for any information that it may provide in this investigation which may include such information as criminal or civil connections, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release Ventura County Superintendent of Schools and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: law enforcement agencies and information for any Locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or false answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school division.

Signature of Applicant: _____

Date: _____

VENTURA COUNTY OFFICE OF EDUCATION

Human Resources Department
5189 Verdugo Way
Camarillo, California 93012

CERTIFICATED APPLICANT INFORMATION

The optional information requested is kept for statistical purposes only. This information will not affect the selection process. For prompt processing of your application, please complete this form and return it with your application.

Print the exact title of the position you are applying for:

CHECK THE ONE BOX THAT BEST DESCRIBES YOUR ANSWER FOR EACH GROUP.

How did you hear about the position?

- | | |
|--|--|
| <input type="checkbox"/> Job Notice | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> Visit to the Human Resources Office | <input type="checkbox"/> Specify: _____ |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> EDD State of California | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Web Site | <input type="checkbox"/> Job Hotline |

Please check one:

- | | |
|--|--|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> White | <input type="checkbox"/> Filipino-American |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Black |
| | <input type="checkbox"/> Other: _____ |

Education:

- | | |
|---|---|
| <input type="checkbox"/> Less than 12 th grade | <input type="checkbox"/> Years of college - no degree |
| <input type="checkbox"/> 12 th grade | <input type="checkbox"/> Bachelor Degree |
| | <input type="checkbox"/> Graduate Degree |

Other information:

Date of Birth _____

Gender:

Male Female

Physically Handicapped:

Yes No

Require Accommodation:

Yes No

I understand that this information is to be used for statistical purposes only and will not affect the selection process. I certify that the above information is true to the best of my knowledge.

Signature: _____ Date: _____