



San Pasqual

Union School District

The Little School in the Valley

15305 Rockwood Road, Escondido, CA 92027-6700
760-745-4931 760-745-2473 fax spusd@sanpasqualunion.net
www.sanpasqualunion.net

Dear Certificated Applicant:

The San Pasqual Union School District is pleased to accept your application packet for any posted position for which you have the proper credential. **All application packets must be complete**, and must include the following supporting documents:

- Cover Letter
- Copy of California credential(s)
- Three letters of recommendation from persons who can comment upon your past employment records, or Placement file
- Résumé

Incomplete or illegible applications submitted without supporting documents may not be considered.

The selection Process for Certificated positions includes:

- Paper screening immediately following posted closing date
- Applicants selected via paper screening to continue in the process will be invited to meet with an interview panel consisting of teachers (such as department chairs) and /or administration
- Final recommendation will be made by site administration
- Background/reference check will be conducted

The best candidate for the position will be given a tentative offer of employment, contingent upon successful completion of a pre-placement physical, which includes drug and alcohol testing, and TB testing.

All new certificated employees will be placed on step one, column one until transcripts verifying units beyond a bachelor's degree and verification of experience in another district is received. Credit will be given for up to five years of verified teaching experience.

Thank you for your interest in the San Pasqual Union School District.

Sincerely yours,

Shannon Hargrave
Superintendent/Principal



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CERTIFICATED EMPLOYMENT APPLICATION

_____/_____/_____
 Last Name First Name MI Social Security Number

Address _____

Street City / State Zip Code

Telephone _____
 Home Work Cell/Fax/Other

E-Mail Address _____

Subject Area Of Position For Which You Are Applying _____

Current California credential(s) _____ Expires _____

Do you have a CLAD or BCLAD certification? _____

Subject area(s) you are authorized to teach _____

What language(s) do you speak fluently? _____ Speak Read Write

Co-curricular experience or interest _____
 (Be specific; list sports, etc.)

EDUCATION

Bachelor's Degree Major _____ Minor _____

Institution _____ Year _____ GPA _____

Master's Degree Major _____ Year _____

Institution _____

Doctorate Institution _____ Year _____

Total Upper Division/Graduate Semester Units after Bachelors _____
 (Multiply quarter units by 2/3)

I certify that all information reported in this application is true and correct to the best of my knowledge, and acknowledge that any discrepancy could result in my disqualification for consideration of employment, or my immediate dismissal if accepted for employment. You have permission to contact my current/ former employers regarding my employment record.

 Signature of Applicant

EXPERIENCE

(List most recent five years of professional service. Beginning teachers indicate student teaching experience)

District	City/State	Dates From To	#Yrs.	Grade and Subject	Supervisor and Phone Number

REFERENCES

YOU SHOULD MAKE ARRANGEMENTS TO HAVE YOUR CONFIDENTIAL PAPERS AND/OR LETTERS OF REFERENCE SENT TO THIS OFFICE IMMEDIATELY. SUCH PAPERS WILL BE USED ONLY IN SAN DIEGO COUNTY AND CANNOT BE REFERENCED IN OTHER PLACES IN THE STATE.

Name of college or agency, which has your placement folder _____

Address _____

If you do not have a college or agency placement file give name, position, address and phone number of persons who have knowledge of your teaching experience; e.g. superintendent, principal, and teaching master teachers.)

Name	Position	Address	Phone Number

California Basic Skills Test Requirements

California School Districts may not employ teachers unless one or both of the following requirements are met:

- I have passed the California Basic Education Skills Test (CBEST). A copy of my score report is attached
- I have been employed by a California school district as an administrator, a classroom teachers or a substitute teacher for at least one day during the past 39 months:

School District	Dates From To	Position	Phone Number

APPLICANT SURVEY

The San Pasqual Union School District is required periodically to report statistical information about applicants in compliance with Equal Employment Opportunity regulations. The information requested will be kept separate from other application forms and test papers and will not be used to make employment decisions. Your participation is voluntary and will be confidential.

Please complete each item below:

Position for which you are applying _____

Date _____ Social Security Number _____ / _____ / _____

- Female Asian Native American or Alaskan Native
- Male Afro-American Pacific Islander or Samoan
- Filipino Caucasian (not of Hispanic origin)
- Hispanic (Mexican or Spanish decent, Puerto Rican, Central or South American, Cuban)
- Physically/Mentally Handicapped
- Other _____
- Age Group 18-25 26-39 40 and over

EMPLOYMENT AUTHORIZATION

If offered employment, you will be required to complete an Employment Eligibility Verification form and submit documents verifying your identity and your authorization to work in the United States. Documents that establish both requirements include ONE of the following:

- *U.S. Passport
- *Certification of Naturalization
- *Unexpired foreign passport with attached employment authorization
- *Certificate of Citizenship
- *Resident Alien Card

Otherwise you must provide on of the following documents to verify your employment authorization:

- *Social Security Card
- *United States Birth Certificate
- *Unexpired INS employment authorization

AND, one of the following to establish your identity:

- *State issued driver's license or ID card with a photograph or other identifying information
- *United States Military Card

Where did you learn of this job?

- District job posting
- Walk – in
- Job Line
- Internet
- Community Agency _____
name of agency
- Employee of the district _____
name of agency
- Newspaper Ad _____
name of paper
- Other _____
please specify

CHARACTER AND FITNESS

Each of the following questions must be answered and signed statement of accuracy of answers must be included. Failure to do so will automatically disqualify applicant from further consideration for a teaching position with San Pasqual Union School District.

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of “no lo contendre”, in California or any other state or place? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you ever had any credential or application for credential, including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state or place? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever been dismissed, resigned from, entered into a settlement agreement, or otherwise left school employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state/place? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are you now the subject of any inquiry, review or investigation by a teacher-licensing agency in connection with any alleged misconduct; is any adverse action now pending against you in any school district or before any teacher licensing? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Do you currently have any outstanding criminal charges pending against you in California or any other state or place? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Have you ever had any disciplinary action (including an action which was stayed by the licensing agency) taken against any professional or vocational license in California or any other state or place? |

If your answer is “yes” to any of the above, please explain below:

Date	Charge	Code Section	Disposition (results)	Remarks

I declare under penalty of perjury that the foregoing is true and correct, and I understand that this information will be subject to proper investigation.

Date _____

Signature _____

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AUTHORIZATION TO RELEASE INFORMATION

It is the policy of the San Pasqual Union School District to conduct reference checks for all candidates for employment. Reference checking is conducted following the interview portion of the candidates for selection procedure and prior to offer of employment.

Your signature below indicates your agreement and acknowledgment of the following:

1. As an applicant for employment with the San Pasqual Union School District, I authorize my current and past employers and work associates, including but not limited to, supervisors, colleagues and subordinates, to release to the San Pasqual Union School District any reference information in my personnel records or file (e.g. applicants for employment, time and sick leave records, vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.) and information related to my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills general physical ability, and reputation among co-workers)
2. I expressly and without reservation waive my right to review the information collected in the reference checks.
3. The San Pasqual Union School District will maintain reference information in the strictest confidence and solely for the purpose of the recruitment for which I have applied, and information obtained during reference checks will not be provided to anyone outside the selection process.
4. A photocopy or fax of this signed Authorization is to be considered valid as an original.
5. In executing this authorization, I fully and completely release all present and past employers and their employees, the San Pasqual Union School District and its employees, and all other persons and entities from liability for any damage, including to the full extent allowed by law, liability under California civil code sections 45 and 46 and California labor code section 1054, or any similar laws of other states or political entities, which may result from furnishing information which I am permitting to be released by way of this authorization.
6. I have carefully read and understand all of the provisions of this authorization, and have voluntarily and without coercion or duress agreed to and signed this authorization.

Candidate's full name (print)

Other last names you have used (if any)

Candidate's signature

Date Signed