

Geyserville Unified School District

CERTIFICATED / ADMINISTRATION EMPLOYMENT APPLICATION

RETURN TO: District Administrative Assistant, GUSD
1300 Moody Lane, Geyserville, CA 95441
(707) 857-3592



UNIFIED SCHOOL DISTRICT

An Equal Opportunity Employer

PLEASE READ: Please submit this application with all information requested. Include all required documentation, as indicated in the related position announcement. Paper copies of the application must be typed or completed in blue ink. This application is available in a fillable PDF format for your convenience. Additional sheets may be included with the submitted application when a field or section does not have enough space for a complete response. Do not write "See Resume" or similar comment on any field.

A complete application packet will include:

- Certificated / Administration Application
Three work related letters of reference
Copy of California Credential(s)
All additionally required documents or information listed in the job announcement
Cover letter
Resume or CV
Copy of transcripts

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_
First Middle Last

Current Mailing Address: \_\_\_\_\_
Address City State Zip

Permanent Address: \_\_\_\_\_
Address City State Zip

Home Phone: ( ) Cell Phone: ( )

Email Address: \_\_\_\_\_

Have you lived in California for the last 12 months? Yes No Do you wish to claim Veteran's Preference? Yes No
Can you, after offer of employment, submit proof of United States citizenship? Yes No If no, please attach explanation.

Position for which you are applying: \_\_\_\_\_

Total years of teaching: \_\_\_\_\_ Total years of administration: \_\_\_\_\_

\*For Administrators - Do you have placement papers? No Yes Office: Location: Under Name Of:

Other subjects/programs/activities you are qualified to teach/direct, etc.: \_\_\_\_\_

What co-curricular activities would you be interested in (including coaching)? \_\_\_\_\_

California Credentials Now Held: Type: Subject: Expires:
Type: Subject: Expires:

Credentials In Process (not received): Type: Subject: Application Date:

Have you passed the CBEST? Yes No Exempt Do you have a CLAD/BCLAD/SDAIE? Yes No
\*Attach explanation

NCLB: Have you met subject matter competency for NCLB? (Example: "Highly Qualified Teacher") Yes No

Are you or have you ever been a member of the Public Employee's Retirement System (PERS)? Yes No

Are you or have you ever been a member of the State Teacher's Retirement System (STRS)? Yes No

Have you ever previously worked in any Sonoma County school? Yes No

If under a different name, please state name: \_\_\_\_\_

Are any members of your immediate family employed within our district? Yes No

Has your credential ever been suspended or revoked? Yes No

Has the Commission on Teacher Credentialing taken any action against you? (i.e. public reproof) Yes No

Have you ever been dismissed, or asked to resign, from any teaching/administrative position? Yes No

Have you been convicted in the past 10 (ten) years of a crime, other than a minor traffic infraction? Yes No

\*Conviction does not necessarily disqualify you from employment. You need not disclose convictions that have been judicially sealed, expunged, or statutorily eradicated.

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

Are any members of your immediate family employees of/regular volunteers at the school district? Yes No

\* If "yes" to any of the questions in this section, please explain the circumstances of each by attaching a written statement to the end of this application.

**EXPERIENCE**

List all previous teaching and/or administrative experiences, with the most recent position first.

**Please attach additional pages as necessary.**

Type	From Month/Year	To Month/Year	Positions Grades or Subjects	District & School	District Address/ Phone Number
<input type="checkbox"/> Administrative <input type="checkbox"/> Regular <input type="checkbox"/> Student/Intern <input type="checkbox"/> Substitute <input type="checkbox"/> Other _____					
<input type="checkbox"/> Administrative <input type="checkbox"/> Regular <input type="checkbox"/> Student/Intern <input type="checkbox"/> Substitute <input type="checkbox"/> Other _____					
<input type="checkbox"/> Administrative <input type="checkbox"/> Regular <input type="checkbox"/> Student/Intern <input type="checkbox"/> Substitute <input type="checkbox"/> Other _____					

May we contact your current / most recent employer?  Yes  No  Yes, but please notify me before contacting him/her.

**EDUCATION**

Name and Location of each institution attended	Graduated Degree	Major(s)	Minor(s)

Additional semester units of graduate work:  Beyond BA or BS degree: \_\_\_\_\_  Beyond MA or MS: \_\_\_\_\_  
 \*One (1) Quarter Unit = 2/3 of a Semester Unit

Do you fluently speak a second language?  Yes  No If yes, what language(s)? \_\_\_\_\_

The district-wide work environment is culturally diverse and inclusive of minority groups and multi-ethnic programs.

Do you have specific qualifications that have prepared you to work well in this context?  Yes  No

*\*If so, please attach a brief explanation with your application.*

**REFERENCES**

Include only those individuals who have knowledge of your teaching experience, such as Superintendents, Principals, Supervisors, Mentors, etc.

Name	School District	Position	Address/Telephone

**Volunteer and/or Non-Educational Work Experiences:**

We highly encourage applicants to list on an additional sheet any volunteer and/or non-educational work experience that could be relevant to the position desired. Please include:  Dates of Involvement/Employment  Organization Name  
 Position and Duties  Supervisor Name, Email and Phone Number

*By signing below, I HEREBY CERTIFY that all statements made on this application and any attached statements or records are true, accurate, complete and correct to the best of my knowledge. I understand that this application and any attached records or statements become the property of the district, which can accept or reject such documents. If selected for employment, I agree to rules, requirements, policies and regulations in place at any time before or during employment, including fingerprinting and medical exams. I authorize investigation of all statements herein recorded. I authorize the district to conduct work history, reference and police record investigations. I understand employment is subject to verification of any such information. I release from all liability persons and organizations reporting information required by this application.*

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

*It is a policy of the Geyserville Unified School District not to discriminate on the basis of sex, age, religion, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, or physical disability in the recruitment and employment of personnel. District employees work in drug-free/smoke-free environment.*