

Berryessa Union School District



Human Resources

1376 Piedmont Road
San Jose, CA 95132

Phone (408) 923-1850
FAX (408) 251-4053

www.berryessa.k12.ca.us

APPLICATION FOR EMPLOYMENT CERTIFICATED

All questions must be answered and all requested documentation must be submitted before your application can be considered. Incomplete applications will not be reviewed.

The following must be submitted with your application:

- ❖ Letter of application
- ❖ Resume
- ❖ Certificates/credentials (or letter from your college verifying completion of program and issuance date)
- ❖ Recent letters of recommendation (*minimum of two letters*)

This application is used for all certificated positions, teaching and non teaching. All questions herein are to be interpreted from the stand point of the position to which you are applying.

Berryessa Union School District is an Equal Opportunity Employer. The District is in compliance with all relevant state and federal laws, including but not limited to Title IX of the Education Amendments of 1982. The District does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, age, sex, sexual orientation, marital status, medical condition, or disability, in any of its programs, activities, or employment practices.

Revised 3/11/09

PERSONAL DATA

Last Name	First	Middle
Address	City	State
Home Phone	Work Phone	Cell Phone/Pager
Electronic-mail address		

Please select one of the following: Regular Substitute Temporary Management

Position(s) for which you are applying (if applying for teaching positions, list subjects/grade levels in order of preference)

1.	2.
3.	4.

Teaching Applicants

List other subjects you are credentialed to teach, activities qualified to direct, or sports qualified to coach.

All Applicants

List languages other than English in which you are proficient:

	Speak?	Read?	Write?

Credentials and/or certificates currently held or applied for:

(For Single Subject – list authorized subject area)

Credential Type (Name)	*CCTC Authorized Subject Area	State	Date Issued	Expiration Date

*CCTC - California Commission on Teacher Credentialing

EXAMINATIONS - All Teaching Applicants

Please check ✓ all exams you have taken and passed; **YOUR APPLICATION MAY NOT BE CONSIDERED UNLESS THE APPROPRIATE VERIFICATION IS ATTACHED.**

✓	Exam	Date(s)	U.S. State in which exam was taken	List Single Subject Area For NTE, SSAT/PRAXIS ONLY
	CSET			
	MSAT			
	NTE			
	SSAT/PRAXIS			

NOTICE: Under the mandates of the No Child Left Behind Act of 2001, you may be required to take and pass one or more of the currently recognized subject matter competence examinations **to be eligible for employment** with Berryessa Union School District.

Full-Time Verifiable Teaching or Public School Service Experience Under Contract and Credential

(List most current position first. Teachers with no teaching experience, include student teaching.)

Dates	Subject/Grade	District	Experience Type (i.e. Teaching, Student Teaching, or Public School Service Experience)	Address	Phone (Area Code)

Certificated Administrative Experience (for Management applicants only) (List most current position first.)

Dates	Employer	Position	Address	Phone

College/University Education (List most current institution first.)

Name/Location	Dates	Degree	Major	Minor

Number of **semester** units of graduate work **beyond** bachelor's degree: _____

(one quarter unit=2/3 semester unit)

Professional References

(Include at least three people who have current knowledge of your teaching or public school service; i.e. superintendent, principal, master teacher, college supervisor.)

Name	Title	Postal & E-mail Address	Phone
		<i>e-mail:</i>	
		<i>e-mail:</i>	
		<i>e-mail:</i>	
		<i>e-mail:</i>	
		<i>e-mail:</i>	

Yes ___ No ___ Have you ever had any credential, application, permit, 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?

Yes ___ No ___ Have you ever resigned from a teaching or public school service position while under contract?

Yes ___ No ___ Have you ever been dismissed, released, non-re-elected, or asked to resign from any temporary, probationary or permanent teaching or public service position?

Yes ___ No ___ Are you now the subject of any inquiry, disciplinary action, review or investigation, in any district, by a credential licensing agency, or in the courts of California or any other state in connection with any alleged misconduct?

Yes ___ No ___ Is any adverse action now pending against any credential you hold which authorizes public school service or teaching in California or any other state?

Yes ___ No ___ Have you ever pleaded guilty or been convicted of a felony or misdemeanor? (State law requires that all applicants prior to employment be fingerprinted and prohibits employment of any person convicted of certain sex and narcotic offenses.)

Yes ___ No ___ Are you out on bail or your own recognizance as a result of criminal proceedings pending trial?

NOTE: If you answered “yes” to any of the questions above, attach additional page(s) explaining your answer(s). A “yes” answer to any of the above questions is not an absolute bar to employment.

Yes ___ No ___ Are you able to perform the essential job functions with or without a reasonable accommodation?

Yes ___ No ___ Can you, after employment, submit verification of your legal right to work in the United States?

Yes ___ No ___ Are you a member of the State Teachers Retirement System? *If you have withdrawn funds, you are no longer a member.*

Yes ___ No ___ Do you have qualifications which especially equip you to work with culturally diverse and/or multi-ethnic programs? *Enclose a brief explanation with this application.*

Yes ___ No ___ If presently under contract, can you be released if we offer you a position?

My signature below authorizes the Berryessa Union School District to conduct a background investigation and authorizes release of information in connection with my application for employment, of any information concerning my ability character, reputation, job performance, and previous employment record. The investigation may consider such information as criminal or civil convictions, driving records, information from present and 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 the Berryessa Union School District and the reference sources from any liability in connection with the release or use of this information.

If Berryessa Union School District makes me a conditional offer of employment, I consent to being fingerprinted and submitting to a medical examination. I also agree to furnish to Berryessa Union School District proof of my age and eligibility to work in the United States.

I understand that nothing contained in this employment application or in the granting of an interview creates an employment contract between Berryessa Union School District and me for employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no promises or guarantees are binding upon Berryessa Union School District unless made in writing and approved by the Governing Board.

Applicant’s Signature

Date Signed