



Be a part of the ETUSD Family!

Nondiscrimination, Harassment, and Intimidation Policies

El Tejon Unified School District (ETUSD) is committed to equal opportunity for all individuals in education and in employment. ETUSD prohibits discrimination, harassment, intimidation, and bullying in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ethnicity or race, which is inclusive of traits historically associated with race, including but not limited to hair texture and protective hairstyles, such as braids, locks, and twists, color, ancestry, nationality, national origin, immigration status, ethnic group identifications, religion, pregnancy, marital status, parental status, physical disability, mental disability, sex (including sexual harassment), sexual orientation, gender, gender identity, gender expression, medical information, genetic information, nondiscrimination laws consistent with Education Code 200, 220, and 234.1, Penal Code 422.55, Government Code 11135, and Title IX. Not all bases of discrimination will apply to both education services and employment.

If you believe you, or your student have been subjected to discrimination, harassment, intimidation, or, bullying you should contact your school site principal and/or the District's Title IX Officer, Corey Hansen, by phone at (661) 248-6680 or by email at chansen@el-tejon.k12.ca.us. If you feel you have been discriminated against due to a disability please contact the District's Title II Officer, Vanessa Romero by phone at (661) 248-6247 or by email at vromero@el-tejon.k12.ca.us. If you feel you need accommodations for your child in school please contact the District's 504 Officer, Suellen Brown by phone at (661) 248-0310 or by email at sbrown@el-tejon.k12.ca.us. Copies of ETUSD's Uniform Complain policy, Sexual Harassment Policy, Nondiscrimination policies are available upon request.

APPLICATION



El Tejon Unified School District CERTIFICATED PERSONNEL APPLICATION

Direct your application to The Personnel Office: 4337 Lebec Road, Lebec, California 93243 - (661) 248-6247 • Fax (661) 248-6714

DATE: _____

Date(s) available for interviews: _____

Date available for employment: _____

I. PERSONAL INFORMATION

PLEASE TYPE OR PRINT

Name _____
LAST FIRST MIDDLE INITIAL

Present Address _____
NO. STREET CITY STATE ZIP Until _____

Permanent Address _____
NO. STREET CITY STATE ZIP

Telephone No.: Home (AREA) _____ NUMBER _____ Work (AREA) _____ NUMBER _____

II. POSITION DESIRED

CHECK THE APPROPRIATE SPACES BELOW

Type of School

- ☐ Elementary (K-6)
☐ Junior High (7-8)
☐ Senior High (9-12)

Type of Service

- ☐ Administrator
Specify _____
☐ Regular Teacher
☐ Bilingual Education Teacher
☐ Special Education Teacher
Type _____
☐ Substitute Teacher
Type _____

Auxiliary Services

- ☐ Counselor
☐ Nurse
☐ Library Service / Technology
☐ Speech Therapist
☐ Psychologist
☐ Music
☐ Other - Specify _____

SOCIAL SECURITY NUMBER

DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER ON THIS FORM IS VOLUNTARY, IF EMPLOYMENT IS OFFERED TO YOU, IT WILL BE NECESSARY THAT YOU PROVIDE YOUR SOCIAL SECURITY NUMBER FOR INCOME TAX REPORTING, SOCIAL SECURITY WITHHOLDING, AND PERSONNEL AND PAYROLL RECORD KEEPING PURPOSES.

III. CALIFORNIA CREDENTIALS NOW HELD

TYPE	SUBJECT AREAS (I.E., ELEMENTARY, ENGLISH, MATH, ETC.)	DATE OF EXPIRATION

IV. OUT OF STATE CREDENTIALS HELD

STATE	TYPE	SUBJECT AREAS (I.E., ELEMENTARY, ENGLISH, MATH, ETC.)	DATE OF EXPIRATION

NAME OF CALIFORNIA TEACHING CREDENTIAL APPLIED FOR: _____

DATE OF APPLICATION: _____

1. Have you taken and passed CBEST? ☐ Yes ☐ No

2. Are you a member of the California Teachers' Retirement System? ☐ Yes ☐ No 3. Have you ever been a member? ☐ Yes ☐ No

FOR EACH QUESTION BELOW TO WHICH YOU ANSWER YES, EXPLAIN IN WRITING THE CIRCUMSTANCES AND ATTACH YOUR STATEMENT TO THIS FORM.

1. Has your credential ever been suspended or revoked? ☐ Yes ☐ No 2. Have you ever been dismissed or asked to resign? ☐ Yes ☐ No

3. Have you ever been convicted for anything other than a minor traffic violation? ☐ Yes ☐ No

V. EDUCATIONAL AND PROFESSIONAL TRAINING

District salary placement for teachers is based on **semester** hours of upper division and/or extension credits **after** date of B.A. Please convert quarters to semester hours. (1 Quarter equals 2/3 semester unit)

[illegible]

Summary of Semester Hours: Total Undergraduate Credit (Semester hours **only**) _____

Total Graduate Credit (Semester hours **only**) _____

VI. TEACHING AND/OR ADMINISTRATIVE EXPERIENCE

List all paid experience in reverse chronological order (most recent first), include public and private schools and colleges and universities (if other than full-time experience, list student and/or substitute teaching).

Name of District and School/ City and State	Telephone Area/No.	Grades, subjects, position (note if substitute)	Inclusive Dates		Total Months	
			From	To		

SUMMARY OF TEACHING/ADMINISTRATIVE EXPERIENCE AS GIVEN ABOVE

Kindergarten _____ yrs. Elementary _____ yrs. Junior High _____ yrs. Senior High _____ yrs. Administrative _____ yrs.

Other _____ yrs.

TOTAL TEACHING EXPERIENCE _____ YRS.

VII. OTHER VOCATIONAL EXPERIENCE

Report all non-teaching employment that you have had since leaving high school as well as any special training which you believe will contribute to your success. Include military service, if applicable.

Position	Employer/ Mailing Address	Telephone Area/No.	Type of Work	Dates		No. of Years Employed
				From	To	

VIII. FOR ELEMENTARY (K-6) TEACHING APPLICANTS ONLY

A. What grades or levels do you prefer?

First Choice _____ Second Choice _____ Third Choice _____

B. If there are any elementary school subjects you are not prepared to teach, please explain _____

C. List any special areas of preparation (i.e.: music, art, drama, P.E., reading, Learning Handicapped, Bilingual Ed.) _____

IX. FOR SECONDARY (7-12) TEACHING APPLICANTS ONLY

A. Indicate first, second and third preferences by Subject and Level.

	Subject	Level (circle one)
First Choice		Junior High (7-8) Senior High (9-12)
Second Choice		Junior High (7-8) Senior High (9-12)
Third Choice		Junior High (7-8) Senior High (9-12)

B. List other subjects you are qualified to teach: _____

If outside your major or minor, why do you feel you can teach these subjects: _____

C. Circle any extracurricular activities which you can direct, underscore once those activities which you are able and willing to assist:

school publications speech drama instrumental music marching band vocal music art

Coaching: football basketball baseball volleyball softball soccer tennis track swimming drill team

Other (please specify): _____

Student activities (clubs, etc.): _____

X PROFESSIONAL REFERENCES

Although your confidential papers from the Placement Office are needed for your file in our office, it is necessary for us to have the names of at least three (3) references who are acquainted with your teaching and/or administrative ability.

Name	Official Position	Complete Address			Telephone No.
		No.	Street	City State	
					()
					()
					()

Placement Office where papers are on file:

University / College	No.	Street	City	State	Zip
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XI. PERSONAL STATEMENT

Please write (not type) a brief statement in regard to your training and experience with children or adolescents which you feel will permit us to make the best evaluation of your application and yourself.

[illegible]

PLEASE SUBMIT ANY ADDITIONAL COMMENTS AND/OR MATERIALS IF YOU BELIEVE THEY WILL BE VALUABLE IN HELPING EL TEJON USD DETERMINE YOUR QUALIFICATIONS.

XII. CERTIFICATE OF APPLICANT

I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements or omission of material facts will subject me to disqualification or dismissal. I hereby give my permission for The Personnel Department of the El Tejon Unified School District to seek any and all information from my previous employers and references. I further hold harmless the school district and its' employees from all liability relating to the obtaining of such information.

Signature_____ Date_____

File will not be considered complete without the following:
Placement File, Resume, Unofficial Transcripts, and Credential information/copies.
Candidate is responsible for providing these records.

EQUAL OPPORTUNITY — AFFIRMATIVE ACTION

The El Tejon Unified School District is an Equal Opportunity — Affirmative Action employer. Employees are selected, promoted and assigned without regard to sex, race, ancestry, color, religion, marital status or physical handicap.

THIS APPLICATION WILL BE DESTROYED AFTER A PERIOD OF TWELVE MONTHS. PLEASE FEEL FREE TO REAPPLY.