



EMPLOYMENT APPLICATION CERTIFICATED/MANAGEMENT

Farmersville Unified School District

POSITION DESIRED _____ Date _____

APPLICATION REQUIREMENTS

A complete application **must** include:

- Farmersville Unified Application Form
- Letter of Interest
- Resume
- Copy of Valid Administrative Credential
- Two Original Letters of Recommendation

See back page for application guidelines.

PERSONAL INFORMATION

Name _____ Social Security # _____
(optional)

Address _____

City _____ State _____ Zip _____

Home Phone # (_____) _____ Work Phone # (_____) _____

Fax # (_____) _____ E-mail Address _____ Cellular # (_____) _____

Have you ever worked for a county office of education or a school district? yes no
If YES, when, where and in what capacity _____

Reason for Leaving _____

Are you related to any Board member or employee of this organization? yes no
If YES, list name and relationship to you _____

RECORD OF TEACHING *and/or* PROFESSIONAL EXPERIENCE

Are you currently under contract with any other district/county office? yes no
If YES, give name of district/county office and date of contract expiration _____

Have you been dismissed or asked to resign from any position? yes no
If YES, provide a letter of explanation.

List all paid experience in chronological order, most recent first.

(1) Employer _____

Address _____ Position Title _____

Please check type of school: Public Private Vocational Community School Other

Number of years employed as a *fully-credentialed* teacher _____ full-time part-time

Number of years employed as: Substitute _____ Intern _____ Emergency Permit Teacher _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? yes no Work phone # (_____) _____ Other phone # (_____) _____

Reason for leaving position _____

(2) Employer _____
Address _____ Position Title _____
Please check type of school: Public Private Vocational Community School Other
Number of years employed as a *fully-credentialed* teacher _____ full-time part-time
Number of years employed as: Substitute _____ Intern _____ Emergency Permit Teacher _____
Inclusive Dates: From _____ To _____ Annual Salary _____
Name and Title of Immediate Supervisor _____
OK to contact? yes no Work phone # (_____) _____ Other phone # (_____) _____
Reason for leaving position _____

(3) Employer _____
Address _____ Position Title _____
Please check type of school: Public Private Vocational Community School Other
Number of years employed as a *fully-credentialed* teacher _____ full-time part-time
Number of years employed as: Substitute _____ Intern _____ Emergency Permit Teacher _____
Inclusive Dates: From _____ To _____ Annual Salary _____
Name and Title of Immediate Supervisor _____
OK to contact? yes no Work phone # (_____) _____ Other phone # (_____) _____
Reason for leaving position _____

REFERENCES

(1) Name _____
Address _____
Work phone # (_____) _____ Other phone # (_____) _____ Dates: From _____ To _____

(2) Name _____
Address _____
Work phone # (_____) _____ Other phone # (_____) _____ Dates: From _____ To _____

(3) Name _____
Address _____
Work phone # (_____) _____ Other phone # (_____) _____ Dates: From _____ To _____

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

List highest attainment first

(1) Name of College or University _____

Address _____

Field of Study: Major _____ Minor _____

Degree Awarded _____ Date _____

(2) Name of College or University _____

Address _____

Field of Study: Major _____ Minor _____

Degree Awarded _____ Date _____

(3) Name of College or University _____

Address _____

Field of Study: Major _____ Minor _____

Degree Awarded _____ Date _____

Number of Post Baccalaureate Units _____ semester units quarter units

(Correct number of units are very important as they are used to determine salary placement.)

List languages, other than English, that you are familiar with.

(If this position does not require bilingual skills, this question is optional.)

(1) _____ (2) _____
 Read Speak Write Fluent Some Read Speak Write Fluent Some

CREDENTIAL INFORMATION

Do you hold a valid California Teaching/Administrative Credential Yes No

List all types of valid K-12 credentials you currently hold.

(1) Type/Authorization _____
Expiration Date _____ State _____

(2) Type/Authorization _____
Expiration Date _____ State _____

(3) Type/Authorization _____
Expiration Date _____ State _____

(4) Type/Authorization _____
Expiration Date _____ State _____

Additional Certificates Held: BCC BCLAD CLAD LDS Other _____

If you do not currently hold a valid teaching/administrative credential, though which college or university have you applied?

_____ Date applied _____

Have you ever taught or been an administrator in California? Yes No

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

If YES, please indicate action Revocation Suspension Other _____
Explain when, where, why action was taken, and current status (*Explanation Required*) _____

**Farmersville Unified School District
Human Resources**

AUTHORIZATION TO RELEASE INFORMATION

It is the policy of the Farmersville Unified School District to conduct reference checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment.

Your signature below indicates your agreement with the acknowledgement of the following:

As an applicant for an employment position with the Farmersville Unified School District, I authorize my current and past employers and current and past work associates, including, but not limited to supervisor, colleagues, and subordinates, to release to the Farmersville Unified School District any reference and employment information in my personnel records or file (e.g. applications for employment, time/vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work and my work-related personal characteristics (e.g. my character, dependability, honest, integrity, ability to work under pressure, interpersonal skills, general physical ability, if relevant to the job, and reputation among co-workers).

The Farmersville Unified School District will maintain reference information in strictest confidence and solely for the purposes of the recruitment of the position for which I have applied. Information obtained during reference checks will not be provided to anyone outside the selection process.

A photocopy or fax of this signed Authorization is to be considered valid as an original.

IN EXECUTING THIS AUTHORIZATION I FULLY WAIVE ALL CLAIMS AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, AND FORMER EMPLOYEES, THE FARMERSVILLE UNIFIED SCHOOL DISTRICT AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, TO THE FULL EXTENT ALLOWED BY LAW, INCLUDING LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTIONS 1050-1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM CONSENTING AND PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION.

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 IN COMPLIANCE WITH CIVIL CODE SECTION 1668 AS INTERPRETED BY THE COURTS. THIS RELEASE DOES NOT RELEASE CLAIMS AGAINST ANYONE BASED ON HIS/HER OWN FRAUD OR WILLFUL INJURY OR VIOLATION OF THE LAW TO THE EXTENT REQUIRED BY APPLICABLE LAW.

Candidate's Signature _____ Date _____

APPLICATION GUIDELINES

Thank you for your interest in employment with Farmersville Unified School District. Please keep in mind the following important suggestions as you prepare your application:

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name and position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. Human Resources CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of Farmersville Unified School District. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.
- (8) Please submit a resume, two letters of reference with your complete application.

REQUIRED APPLICANT STATEMENT

- (1) Have you ever been convicted of a felony or a misdemeanor? (*The existence of a criminal record does not bar you from employment. However, failure to disclose is cause for disqualification or dismissal.*) Yes No

List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. If YES, a letter of explanation must accompany your application.

- (2) Are any criminal charges or proceedings pending against you? Yes No
If you, a letter of explanation must accompany your application.
- (3) Can you, after employment, submit verification of your legal right to work in the United States? Yes No
- (4) May we contact your current employer? Yes No
- (5) I have read the job description and can perform the essential functions of the position with or without reasonable accommodation. Yes No
- (5) If I am granted an interview, I authorize the last employer listed on my application to release my personnel file to the District as part of the District's background investigation regarding my employment. Yes No
- (6) If I am granted an interview, I authorize the last employer listed on my application to release my personnel file to the District as part of the District's background investigation regarding my employment. Yes No

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that any misstatement or omission of material facts will subject me to disqualification or dismissal. I release from all liability persons and organizations providing information required by the process. I hereby authorize all previous employers, whether or not listed on this application form, to release information regarding all aspects of my employment to representatives of the Farmersville Unified School District and to freely and openly discuss my employment with such representatives. It is understood that if employed, I will be required to submit fingerprints and a TB examination at my own expense, as well as a loyalty oath. I understand that a pre-employment physical examination may be required prior to being employed. Farmersville Unified School District reserves the right to disregard any application which is not fully completed and signed by the applicant.

Signature of Applicant _____ Date _____

PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO

Farmersville Unified School District, Human Resources
571 East Citrus
Farmersville, CA 93223
(559) 592-2010 Fax# (559) 592-2203
Internet Address www.farmersville.k12.ca.us

Equal Opportunity Employer

Applicant Identification Information Form

We consider applicants for all positions without regard to race, color, religion, sex, sexual orientation, national ancestry, age marital or veteran status, the presence of non-job related medical condition or disability, or any other legally protected status.

As required, we comply with state and federal government regulations including Equal Employment Opportunity obligations where they apply.

In an effort to comply with requirements regarding government record keeping, reporting, and other legal obligations, we ask that you complete this applicant survey. Your cooperation is appreciated.

Please be advised that our survey is **not** a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

Date _____ Position(s) Applied For _____

Referral Source:

- Advertisement Employee Relative Walk-In School
- Government Employment Agency Private Employment Agency
- Other _____

Name of Source (if applicable): _____

Applicant's Name (optional): _____ Telephone No. _____

Address _____

Check one:

- Male Female

Check one of the following ethnic groups:

- No, not Hispanic or Latino Yes, Hispanic or Latino

Check one of the following race groups:

- American Indian or Alaska Native
- Asian*
- Chinese Laotian
- Japanese Cambodian
- Korean Filipino
- Vietnamese Hmong
- Asian Indian Other Asian
- Native Hawaiian or Other Pacific Islander*
- Hawaiian Tahitian
- Guamanian Other Pacific Islander
- Samoan
- Black or African American
- White

Check if any of the following are applicable:

- Vietnam Era Veteran Disabled Veteran Disabled Individual