



# Hanford Elementary School District

714 N. White Street  
Phone (559) 585-3619

P.O. Box 1067  
Fax (559) 584-8013

Hanford, California 93232  
www.hesd.k12.ca.us

## CERTIFICATED EMPLOYMENT APPLICATION

**NOTE: ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED.** References to other documents such as resumes will not be accepted in place of completing any portion of the application unless noted. Completed application should include submission of three letters of recommendation, official college transcripts and a copy of applicable credential document. This application will remain active for a period of twelve (12) months from date submitted.

Applicant's Full Name \_\_\_\_\_  
(Last) (First) (M.I.) (Maiden Name)

Other Name(s) \_\_\_\_\_

Present Mailing Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Permanent Mailing Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

E-Mail Address \_\_\_\_\_

Telephone Numbers:

Current ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Message ( ) \_\_\_\_\_

Social Security Number \_\_\_\_\_ (Optional, failure to submit social security number on this form will not prohibit employment consideration. Social Security number may be required on other forms prior to employment.)

<b>Human Resources Use</b>	
Received _____	
For: _____	
<input type="checkbox"/> Transcripts	<input type="checkbox"/> Credential
<input type="checkbox"/> Conf. Data	<input type="checkbox"/> References
<input type="checkbox"/> Interview _____	
<input type="checkbox"/> Candidate _____	

<b>INDICATE POSITION(S) DESIRED FOR WHICH YOU ARE CREDENTIALLED:</b>	
<input type="checkbox"/> Elementary Teacher	<input type="checkbox"/> Special Education Teacher
<input type="checkbox"/> Junior High Teacher	<input type="checkbox"/> Administrator
<input type="checkbox"/> Other: _____	
List extracurricular activities you are qualified for or are willing to direct or supervise: _____	
List languages in which you are fluent, other than English: _____	
_____	<input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak
_____	<input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak

**THE HANFORD ELEMENTARY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**  
The Hanford Elementary School District does not discriminate on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation at any district site and/or activity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to perform the essential functions of the position for which application has been made.

**I. CERTIFICATION**

A. Attach copies of valid credential documents.

Type of California Credential Held:	Expiration Date	Supplemental/Degree Authorizations

Name of California Credential Applied for:	Application Date	Supplemental/Degree Authorizations

Out-of-State Credential Held: (specify state)	Expiration Date	Supplemental/Degree Authorizations

B. Have you passed the California Basic Education Skills Test?  Yes  No  
(attach a copy of your verification)

C. Have you passed the CSET exam?  Yes  No  
Subject Area: \_\_\_\_\_

D. Have you passed the RICA?  Yes  No

**II. GENERAL INFORMATION**

Are you under a teaching contract with another district?  Yes  No

If yes. . .

Where \_\_\_\_\_ Present Position \_\_\_\_\_

Why do you wish to change? \_\_\_\_\_

Have you notified your employer of your interest in this position?  Yes  No

Have you ever been discharged or requested to resign from a position?  Yes  No  
(If yes, attach explanation)

Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, attach explanation)  Yes  No

Have you ever had a certificate or license revoked or suspended? (If yes, attach explanation)  Yes  No

Federal law requires proof of legal right to work in the United States. Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No

To avoid conflict of interest, list any HESD school board member or relative employed in the school district and cite relationship: \_\_\_\_\_

**III. EDUCATION** *(list chronologically)*

College or university City, State	Major	Minor	Degree/Date Earned

Total Semester Units of College Credit beyond B.A. \_\_\_\_\_ (Conversion: Quarter Unit to Semester Unit – Multiple by 2/3)  
 If hired, candidate will be required to submit complete set of original transcripts prior to August 12<sup>th</sup> of academic year, or at time of hire if after August 12<sup>th</sup>.

**IV. TEACHING AND ADMINISTRATIVE EXPERIENCE** *(list all paid experience in chronological order, most recent first. Do not list substitute experience.)*

From	To	School and District	City and State	Grade – Subject Position	Full-Time or Part-Time

**V. STUDENT TEACHING EXPERIENCE** *(list chronologically and include any internships)*

Name and Address of District	Name of School Grade Level and/or Subject	Mo./Yr.		Master Teacher
		From	To	
School District                      Principal Address                      City                      State				
School District                      Principal Address                      City                      State				

**VI. WORK EXPERIENCE OTHER THAN TEACHING** *(list chronologically and attach a sheet if necessary)*

From	To	Employer	City and State	Type of Work

**VII. REFERENCES**

It is the **APPLICANT'S RESPONSIBILITY** to have the following information provided to the Hanford Elementary School District prior to being considered for employment: A) If no contracted experience, all student teaching experience reference(s) included with comments from Master Teacher and/or Principals; or B) list below, and attach letters from at least three reference sources.

Name of Reference	Position/Relationship	Mailing Address	Phone Number



## **APPLICANT CERTIFICATION**

My signature below authorizes the Hanford Elementary School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include requesting information from criminal or civil convictions, driving records, present employer, 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 school district and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: The local Sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Hanford Elementary School District. I understand that acceptance of a position in the Hanford Elementary School District indicates willingness to accept assignment where needed. I also understand that before my contract for teaching becomes effective or compensation is possible, a valid California credential, or an affidavit indicating that a California teaching credential has been applied for, must be filed in the Office of the Kings County Superintendent of Schools.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_