

# Los Alamitos Unified School District

10293 Bloomfield Street  
Los Alamitos, California 90720  
562-799-4700 x80406

Dear Applicant:

The application process for administrative positions with the Los Alamitos Unified School District is outlined below. All information is to be submitted at the time of initial application before consideration of your candidacy. In addition to your application, please include:

1. Cover letter outlining your interest and qualifications for the position.
2. Resume.
3. Three letters of recommendation.
4. Copy of your valid credential(s). If you have applied for your California credential and have not received it, please furnish written verification of your application.
5. Copies of transcripts (official transcripts will be requested with an offer of employment).

**Only complete application packets will be accepted.**

If you have questions about our application form and/or selection process, please contact us.

Sincerely,



Joe Fraser  
Assistant Superintendent  
Human Resources

#### Equal Opportunity Employer/Non-discrimination Policy:

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, sex, sexual orientation, gender/gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person/group with one or more of these actual or perceived characteristics.



# LOS ALAMITOS UNIFIED SCHOOL DISTRICT

*Los Alamitos Unified School District is an Equal Opportunity Employer*

## HUMAN RESOURCES ADMINISTRATIVE EMPLOYMENT APPLICATION

10293 Bloomfield St  
Los Alamitos, CA 90720-2200

**Instructions: Mail or drop-off the following in the order indicated to the above address:**

1. Employment application
2. Letter of interest
3. Resumé
4. Three letters of recommendation
5. Copies of current appropriate credentials and college transcripts

Name \_\_\_\_\_  
Last First MI AKA

Permanent Address \_\_\_\_\_  
Number Street City State Zip

Email \_\_\_\_\_

Phone Numbers \_\_\_\_\_  
Home Work Cell

### APPLYING FOR:

- Administrator       Currently Advertised Position: \_\_\_\_\_
- Counselor
- Psychologist

Are you bilingual?  Yes     No    If yes, what language? \_\_\_\_\_

Have you passed CBEST?  Yes     No

I am available for employment starting on the following date: \_\_\_\_\_

List the individuals you are using as references (not relatives).

References	Current Position/Relationship	Present Work/Home Address	Phone Number

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## ACADEMIC PREPARATION

Degree	Month/Year	College/University	City/State	Major	Minor

## PROFESSIONAL EXPERIENCE: List last position first. "Type:" full-time (FT), part-time (PT), substitute (S).

Type	Name of School	School District	City, State	From To		Position
				Mo/Yr	Mo/Yr	

## CREDENTIALS/CERTIFICATES/PERMITS

Please list title as shown on your credential. List any permits.

Title	Supplemental/Added Authorization	Expiration Date

- Bilingual Cross Cultural Language and Academic Development (BCLAD)
- Cross Language Cultural and Academic Development (CLAD)
- Language Development Specialist (LDS)
- Bilingual Cross Cultural (BCC)

Is your credential registered at the Orange County Department of Education?  Yes  No

Do you have a letter of issuance for a California Credential that is being issued to you?  Yes  No

Please fill out the following if you are eligible for an Out-of-State Certificate.  
(Please include a copy of your out-of-state certificate.)

Name of state you hold a certificate for: \_\_\_\_\_

Grade and/or subject areas authorized: \_\_\_\_\_

Did you complete a teacher or intern preparation program and student teaching with a grade of "C" or better?  
 Yes  No If yes, please include copies of transcripts.

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## PERSONAL DATA

The following information is **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies. Explain all "Yes" answer in the box below the questions.

1. Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. (*Note: Exclude convictions related to the use of marijuana that are over two years old.*)  
 Yes       No

If "Yes," list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code Section 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c). *California Labor Code section 432.8 prohibition on asking about marijuana convictions does not apply to Health and Safety Code section 11359 (possession of marijuana for sale) and Health and Safety Code section 11378 (possession of a specific controlled substance). These convictions must be disclosed.*

2. Can you perform the essential functions of the position for which you are applying, with reasonable accommodations?  
 Yes       No
3. Have you ever been dismissed or asked to resign from any position?  Yes       No  
If "Yes", please explain.

4. Do you have the legal right to live and work in the United States?       Yes       No

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## ACCOMMODATIONS

This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, genetics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application been made

If you need a reasonable accommodation to participate in the hiring process, Los Alamitos Unified School District will provide you with one upon notice.

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## **AUTHORIZATION AND CERTIFICATION**

My submission of this application authorizes the school/district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, 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/County Office and reference source (except in relation to prior contractual agreements, public policy, legal/labor/education code, former employers and their agents or employees, as provided by law) from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or 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 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 or falsely answered 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 school district.

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Signature

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Date