



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Los Alamitos Unified School District is an Equal Opportunity Employer

HUMAN RESOURCES

10293 Bloomfield Street

CERTIFICATED SUBSTITUTE EMPLOYMENT APPLICATION

Los Alamitos, California 90720

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

1. Certificated Substitute Employment Application
2. California 30 Day Substitute Teaching permit or Credential (Single Subject, Multiple Subject, PPS, etc.)
3. Orange County Department of Education (OCDE) Fingerprint Clearance

Name _____
Last First MI AKA

Permanent Address _____
Number Street City State Zip Code

Email Address: _____

Phone Numbers _____
Home Work Cell

APPLYING FOR: Elementary (K-5) Middle School (6-8) Subject Area: _____
 Special Education High School (9-12) Subject Area: _____
 Full Time Currently Advertised Position: _____
 Part Time
 Substitute: _____ Days Available: Mon Tue Wed Thur Fri

Are you bilingual? Yes No If yes, what language? _____
If yes, my ability is Fluent Conversational Survival

Have you passed CBEST? Yes No

I am able to coach the following sport(s): _____

I am available for employment starting on the following date: _____

ACADEMIC PREPARATION

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

STUDENT TEACHING:

School District	City, State	From Mo/Yr	To Mo/Yr	Grade/Subject, etc.	Master Teacher

University through which student teaching was supervised.

University Name	University Supervisor	Email	Phone Number

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

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

LETTERS OF REFERENCE:

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

Reference's Name	Current Position/Relationship	Present Work or Personal Email Address	Phone Number

CREDENTIALS/CERTIFICATES/PERMITS

Please list title as shown on your credential. List any permits (including 30-day Substitute Permit).

Title	Supplemental/Added Authorization	Expiration Date

- Crosscultural Language and Academic Development (CLAD) or embedded EL authorization
 Bilingual Crosscultural Language and Academic Development (BCLAD)
 Certificate of Completion of Staff Development (CCSD) Language Dev 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

How many years have you taught under this credential (do not include years under an emergency credential)? _____

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 preparation program and student teaching with a grade of "C" or better? Yes No

If yes, please include copies of transcripts.

PROFESSIONAL INFORMATION SURVEY

1. What do you do to maintain your professional development?

2. Please list any special training you have had as an educator. Examples might include technology, math problem solving, literature, writing, etc.

3. What teaching strategies do you use to meet the individual needs of all learners in a given group or class?

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

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.

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.

Signature

Date

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

10293 Bloomfield Street • Los Alamitos, CA 90720-2200 • (562) 799-4700, ext. 80407 • FAX (562) 799-4712

SUBSTITUTE TEACHER APPLICATION PROCESS

1. Application for the position of Substitute Teacher requires the following be submitted to the Los Alamitos District Office (no emailed, online or faxed applications will be accepted):
 - a. A completed “**Certificated Substitute Employment Application**”. Click [here](#) for the link to the application.
 - b. A **valid California Teaching Credential or an Emergency 30-Day Substitute Teaching Permit** (see the requirements below). If you need to apply for a 30-Day Substitute Teaching Permit, you may do so through the Orange County Department of Education (OCDE) at 200 Kalmus Drive in Costa Mesa, ph # (714) 966-4306. The initial cost for a one-year 30-Day Substitute Teaching Permit is ~~\$71.00/\$74.00~~ ~~(\$102.50 [~~~~\$100.00~~ ~~+ \$2.50~~ **(initial application fees are waived from 7/1/21 – 6/30/22) on-line processing fee** **for the permit + \$71 (cash) or \$74 (credit card) for DOJ/FBI fingerprint clearance processing for the permit**). The 30-day Substitute Teaching Permit is valid for one year from the date of issue and is valid for all California schools. First time application for a 30-Day Substitute Teaching Permit requires:
 - i. **Official transcripts** verifying your Bachelor’s Degree
 - ii. Passing results of **CBEST** or its equivalent.
 - iii. ~~\$102.50 application fee~~ [~~\$100.00 application + \$2.50~~ on-line processing fee; initial application fees are waived from 7/1/21 – 6/30/22] for the permit, processed via an online application. A credit card is required.
 - iv. **DOJ/FBI fingerprint clearance**, \$71 (cash) or \$74 (credit card). If you have already applied for a CTC Certificate of Clearance through a university or college, then you will only be required to complete live scan for employment, see below. Please bring your Certificate of Clearance to your OCDE’s appointment.
 - c. **OCDE Clearing House Fingerprint clearance**, \$60 (cash) or \$62 (credit card). Los Alamitos USD requires all of our Substitute Teachers to complete the Live Scan Fingerprinting process through the OCDE Clearing House. We will not accept fingerprint clearance from any other employer, county, etc. An appointment is necessary for this OCDE service. (Click on this [link](#) for information/map). You will need picture I.D. which can be a driver’s license, state ID card, VISA or passport. If fingerprint clearance is needed for both the initial 30-Day Substitute Teaching Permit and employment, the combined cost is \$131 (cash) or \$135 (credit card) plus \$102.50 for the permit application.
2. Completed applications are reviewed as received, on an ongoing basis. Selected applicants will be notified.
3. If hired as a Substitute Teacher, you’ll be contacted to schedule in person meeting and will need to bring the following:
 - a. Los Alamitos USD hiring packet
 - b. California Teaching Credential or 30-Day Substitute Teaching permit or copy of credential application from OCDE (if not submitted with initial application)
 - c. Social Security card
 - d. Driver License or a State-Issued I.D. card with a photograph
 - e. Proof of recent TB examination*
 - f. CBEST test verification or its equivalent
 - g. Addresses and Social Security numbers of two beneficiaries
 - h. Name, address and phone number of your physician for an employee emergency card
 - i. Proof of fingerprint clearance from the OCDE (if not submitted with initial application)

*All Substitutes must comply with the requirement of the State Board of Education that all teachers provide evidence of freedom from tuberculosis once every four years. This report must be filed with the District Human Resources Office.

Los Alamitos USD Substitute Teacher Salary

Substitute Teachers are paid at the rate of **\$155.00 per day/\$22.14286 per hour**. Long-term assignments beginning on the eleventh consecutive day in the same classroom, for the same Teacher are paid at the rate of **\$185.00 per day/\$26.42857 per hour**. Additionally, this long-term rate is retroactively applied to the first day of the assignment and remains in effect until the end of this long-term assignment. (Salary effective 10/1/2021-6/30/2022)