



**DINUBA UNIFIED SCHOOL DISTRICT
CERTIFIED/ADMINISTRATIVE EMPLOYMENT APPLICATION**

POSITION DESIRED _____

APPLICATION REQUIREMENTS

- | | |
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| A complete application must include: <ul style="list-style-type: none"> • Dinuba Application Form • Copy of CBEST Results (Teachers Only) • Copy of Valid Credential | <ul style="list-style-type: none"> • Letter of Interest • Resume • CSET or NCLB Certificate (Teachers Only) • Copy of Transcript |
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PERSONAL INFORMATION

Name _____ Social Security #xxx-xx _____

Address _____

City _____ State _____ Zip _____

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

Fax # () _____ E-mail _____ Cell # () _____

CREDENTIAL INFORMATION

Do you hold a valid California Teaching Credential? Yes No List all types of valid K-12 credentials you currently hold.

- Type/Authorization _____ Expiration Date _____ State _____
- Type/Authorization _____ Expiration Date _____ State _____
- Type/Authorization _____ Expiration Date _____ State _____

Additional Certificates Held: BBC BCLAD CLAD LDS Other _____

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

- _____
 - _____
- Read Speak Write Fluent Some Read Speak Write Fluent Some

If you do not currently hold a valid teaching credential, through which college or university have you applied? _____
Date applied _____

Date CBEST passed _____ Anticipated test date _____

Have you passed the CSET? Yes No Have you taken and passed the PRAXIS / SSAT? Yes No

Have you ever had a credential suspended, revoked, or received any other type of disciplinary action from any teaching or licensing agency 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* – attach additional sheets as necessary)

"Empowering each student to succeed in life."



RECORD OF TEACHING and/or PROFESSIONAL SERVICE

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 letter of explanation.

List all paid teaching and/or professional service experience in chronological order, most recent first.

1. Current or Most recent Employer _____
Address _____ City _____ State _____ Zip _____
Inclusive Dates: From _____ To _____
Please check type of school Public Private Vocational Community School Other
Title of position held _____ Full time Part time
Number of years employed as: Fully Credentialed teacher _____ Intern _____ Administrator _____
Name and title of immediate supervisor _____
OK to contact? Yes No Work Phone # _____ Other Phone # _____
Reason for leaving position _____

2. Employer _____
Address _____ City _____ State _____ Zip _____
Inclusive Dates: From _____ To _____
Please check type of school Public Private Vocational Community School Other
Title of position held _____ Full time Part time
Number of years employed as: Fully Credentialed teacher _____ Intern _____ Administrator _____
Name and title of immediate supervisor _____
OK to contact? Yes No Work Phone # _____ Other Phone # _____
Reason for leaving position _____

3. Employer _____
Address _____ City _____ State _____ Zip _____
Inclusive Dates: From _____ To _____
Please check type of school Public Private Vocational Community School Other
Title of position held _____ Full time Part time
Number of years employed as: Fully Credentialed teacher _____ Intern _____ Administrator _____
Name and title of immediate supervisor _____
OK to contact? Yes No Work Phone # _____ Other Phone # _____
Reason for leaving position _____

EMPLOYMENT SERVICES (IF NO TEACHING EXPERIENCE IS LISTED)

Include only those with knowledge of your working experience.

1. Employer _____ Position held _____ City/State) _____

Name and Title of Immediate Supervisor _____

Work phone # () _____ Other phone # () _____ Dates From _____ To _____

2. Employer _____ Position held _____ City/State) _____

Name and Title of Immediate Supervisor _____

Work phone # () _____ Other phone # () _____ Dates From _____ To _____

3. Employer _____ Position held _____ City/State) _____

Name and Title of Immediate Supervisor _____

Work phone # () _____ Other phone # () _____ Dates From _____ To _____

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATIONS

List highest attainment first

1. Name of College or University _____

Address _____ City _____ State _____ Zip _____

Field of Study Major _____ Minor _____

Dates Attended: From _____ To _____ Degree Awarded _____

2. Name of College or University _____

Address _____ City _____ State _____ Zip _____

Field of Study Major _____ Minor _____

Dates Attended: From _____ To _____ Degree Awarded _____

3. Name of College or University _____

Address _____ City _____ State _____ Zip _____

Field of Study Major _____ Minor _____

Dates Attended: From _____ To _____ Degree Awarded _____

Student Teaching/Internship _____

(Circle one) School _____ Location _____ Grade _____ Subject _____ Dates _____

Number of Post Baccalaureate Units _____ semester quarter

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

(OFFICIAL TRANSCRIPTS WILL BE REQUIRED UPON EMPLOYMENT.)

Please list any extracurricular activities you would be willing to coach/teach? _____

← *"Empowering each student to succeed in life."* →

APPLICATION GUIDELINES

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

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.
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, position for which you are applying and the school site indicated on the position announcement.
3. It is your responsibility to submit a complete application. Human Resources CANNOT DUPLICATE materials in order to complete your application.
4. Application materials submitted cannot be returned and become the property of Dinuba Unified School District. Copies are accepted unless noted otherwise.
5. 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.
6. Applicants selected for an interview will be contacted by telephone.
7. Faxed applications will be accepted if received before the deadline however; the original must follow by mail.
8. A complete application packet must be submitted for any and each position sought.

REQUIRED APPLICANT STATEMENT

1. Have you ever been convicted of a felony or a misdemeanor? 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(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or 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 yes, 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

I hereby certify that all statements made herein are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statements. 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 with such representatives of the Dinuba Unified School District and to freely and openly discuss my employment with such representatives. It is understood that if offered employment, 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. The Dinuba 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:

Dinuba Unified School District, Human Resources

1327 E El Monte Way

Dinuba CA 93618

(559)595-7204 Fax (559)591-3334

E-mail Address: rosa@dinuba.k12.ca.us