

DELANO JOINT UNION HIGH SCHOOL DISTRICT
1720 Norwalk Street, Delano, CA 93215
Tel. No.: (661) 720-4103 ♦ Fax No.: (661) 721-1033

CERTIFICATED EMPLOYMENT APPLICATION

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION (REQUIRED DOCUMENTS)

Thank you for your interest in employment with the Delano Joint Union High School District. Please keep in mind the following important guidelines as you prepare your application packet:

1. Candidates are expected to complete their application packet in its entirety. **Candidates with incomplete application packets will not be recommended for employment.** To avoid misfiling or loss, it is recommended that you send or deliver a fully completed packet.
2. Fully completed application packets must include the following:
 - Formal Letter of Interest.
 - Certificated Application.
 - Resume.
 - 3 current (within 2 years) Letters of Recommendation
 - Copy of Transcripts
 - Copy of all Credentials held (If you have applied for your California credential and have not received it, please furnish written verification of your application. If you have an out-of-state teaching certificate, please attach a copy while awaiting processing of your California credential.)
 - Copy of all Advanced Degrees earned.
 - Copy of California Basic Educational Skills Test (CBEST) Verification.
 - Copy of California Drivers License
3. The employment application packet represents you - - it is to your advantage to fill out the application completely, accurately, and neatly. Do not leave blank spaces with "See Resume" written in them.
4. Please do not submit original documents if you need them back or if you will need copies in the future. Application materials submitted will not be returned. Copies are accepted unless noted otherwise. We cannot honor requests to make copies of materials to complete the application packet.
5. Application packets will be reviewed by the Human Resources Division and the prospective school site administrator. Upon review, candidates selected to interview will be contacted by phone.
6. The application packet you submit will be kept on file for one year from the date of receipt.
7. If you are selected for employment, you will be required to submit written evidence of:
 - Tuberculosis test results
 - Fingerprint results
8. For your convenience, the DJUHSD utilizes the EDJOIN (www.edjoin.org) website for posting certificated positions.
9. For additional information, please contact: Jeanne C. Bumatay at (661) 720-4103.

DELANO JOINT UNION HIGH SCHOOL DISTRICT
CERTIFICATED EMPLOYMENT APPLICATION
1720 Norwalk Street, Delano, CA 93215
(661) 720-4103 ♦ Fax (661) 721-9390

POSITION/GRADE LEVELS DESIRED: _____

PERSONAL INFORMATION

Name:	Telephone #: (Home)
Mailing Address:	Telephone #: (Cell)
City and Zip Code	E-mail Address:
Social Security Number:	Date of Birth:

Do you have any relatives who are currently employed by the District? Yes _____ No _____ (If yes, attach a list of all relatives employed by the District or serving on the Board of Trustees. Include names, positions held, and work sites).

Have you ever been convicted of any misdemeanor or felony? Yes _____ No _____ (If yes, attach a detailed a letter of explanation for each conviction that includes dates, locations, offenses, convictions, and sentences). Being convicted of a misdemeanor or felony does not eliminate your chances for employment, but failure to indicate such conviction will be grounds for disqualification or dismissal.

Do you have a California Drivers License? Yes _____ No _____ (If yes, attach copy of California Driver's License).

Have you had military service? Yes _____ No _____ (If yes, attach copies of official discharge documents).

Dates of service: From _____ To _____ State type of discharge: _____

What languages do you read, speak and write fluently? _____

The Delano Joint Union High School District is committed to equal opportunity for all individuals in education. Such Programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on and/or association with a person or group with one or more of these actual or perceived characteristics of race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, medical information, sex, sexual orientation, gender, gender identity or expression, genetic information, immigration status, Military Veterans status, homelessness, foster status, or any other basis prohibited by California state and federal nondiscrimination laws pursuant with Education Code 200 and 220, Government Code 11135 and Title IX.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the district's Title II and Title IX Officer, Jesus Gonzalez, Assistant Superintendent, at phone number 661-720-4129, address 1720 Norwalk Street, Delano, California. A copy of DJUHSD's Uniform Complaint policy and Nondiscrimination policy are available here and upon request.

CREDENTIAL INFORMATION

Please list all credentials/permits currently held.

1) Type/Authorization _____

Expiration Date _____ State _____

2) Type/Authorization _____

Expiration Date _____ State _____

Additional Certificates Held: _____ BCLAD _____ CLAD _____ LDS _____ Other _____

If you do not currently hold a valid teaching credential, list the college or university credential program in which you have enrolled and provide the date of enrollment and anticipated date of completion:

College/University _____ Date of Enrollment _____ Anticipated Completion Date _____

Date CBEST Passed _____ If not passed, will test on: _____

If you do not currently hold a valid teaching credential and are not enrolled in a credential program, do you plan to enroll?

Yes No. If so, when? _____ and where? _____

Have you taken the California Subject Examination for Teachers (CSET)? Yes No

Passed? Yes No Date _____ Score _____

What subject area(s)? _____

Do you hold National Board Certification (NBCT)? Yes No If yes, in what area _____

Have you ever had your 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, specify Action _____ Revocation _____ Suspension _____ Other) and attach a detailed a letter of explanation.

EDUCATIONAL AND PROFESSIONAL PREPARATION

Name of Institution	Location (City & State)	Attended		Graduated		Major(s)	Minor(s)
		From	To	Date	Degree		

Total number of semester units: _____

Total number of semester units of upper division or graduate work completed after BA/BS Degree: _____

Total number of semester units beyond MA/MS: _____

STUDENT TEACHING

	Dates		Teacher Training Institution	District and School	City/State	Master/Teacher/Principal	Grade/Subjects
	Month	Year					
From							
To							
From							

If student teaching is your most recent certificated experience, please list current phone numbers of Master Teacher and Principal.

(____) _____ (____) _____
 Master Teacher Principal

TEACHING EMPLOYMENT EXPERIENCE

Are you presently under contract in a school district? Yes No

District Name: _____ Address: _____ Phone: _____

Prior Paid Credentialed Experience (most recent experience first.) Mark substitute experience with an asterisk in the box at the right.

	Service	% Contract	District and School	Salary	City/State	Immediate Supv./Evaltr.	Grade/Subjects
From							
To							
From							
To							
From							
To							
From							
To							

*Total years of paid public school teaching experience: _____

* Service must have been under contract, covered by credential, and must be 75% of the school year.

Number of years employed as: Intern* _____ Pre-Intern/Provisional Intern/Short-Term _____

Emergency Permit/Waiver* _____ Long Term Substitute* _____

Substitute* _____

Are you or have you ever been a member of the California Teachers' Retirement System? Yes No

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

SUBSTITUTE AND/OR PRIVATE SCHOOL TEACHING EXPERIENCE

Dates		Type of Teaching Experience Substitute or Private	Location		Name and Address of Employer
From	To		City	State	

WORK EXPERIENCE OTHER THAN TEACHING

Dates		Type of Work	Location		Name and Address of Employer
From	To		City	State	

AREAS OF SPECIALIZATION

List below those special skills and/or training and/or experience you possess. (Examples of clubs and activities, athletic coaching experience, special program experience such as GATE, ELD, interdisciplinary studies, team teaching, peer coaching, etc.).

- 1) _____
- 2) _____
- 3) _____

PROFESSIONAL REFERENCES:

The Applicant agrees that this employer may contact any prior employer listed on this form and agrees that this employer may inquire as to job performance and reason(s) for departure. The Applicant further agrees that this employer may decline to consider this application further if one or more of the Applicant's prior employers refuse to fully answer any of this employer's questions about job performance and reason(s) for departure. This application constitutes a written waiver and may be presented for that purpose to any prior employers. _____ (Initial)

List at least five individuals who have knowledge of your ability to perform duties for the position(s) for which you wish to be considered. Include only those who have direct knowledge of your work or educational experience as they relate to this position, i.e. superintendent, principals, supervisors, and student teaching master teachers. (Do not list any of the following: current members of the Board of Trustees; District Superintendent; Associate Superintendent; Assistant Superintendent; site principals; program directors; relatives; or social acquaintances/friends). Additional references may be requested later.

NAME	POSITION OR RELATIONSHIP	ADDRESS AND PHONE NUMBER

QUALIFICATIONS/EXPERIENCES

Please provide any qualifications and experiences which especially characterize your ability to work with culturally different and/or minority groups, as well as multi-ethnic programs:

REQUIRED APPLICANT STATEMENT

^{1.} Can you submit verification of your legal right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
^{2.} Do you object to the contacting of references other than those provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
^{3.} I have read the job description and can perform the essential functions of the position.	<input type="checkbox"/> Yes <input type="checkbox"/> No
^{4.} Do you have any physical, emotional, or mental limitations which may affect your ability to perform the position applied for? If yes, what can be done to accommodate your limitations? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
^{5.} The information I have provided on this Certificated Employment Application form is accurate to the best of my knowledge, and subject to validation by the DJUHSD.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>^{6.} I authorize and hold harmless the persons, schools, current employer and other organizations of employees named in this application to provide the DJUHSD with any relevant information that may be required to arrive at an employment decision. A photocopy of this authorization will be considered as an original for this purpose.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>^{7.} I understand the DJUHSD reserves the right to disregard any application that is not fully complete and signed by the applicant.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of Applicant

Date Signed

Date Available for Employment

PLEASE MAIL OR DELIVER YOUR APPLICATION TO:
DELANO JOINT UNION HIGH SCHOOL DISTRICT
1720 NORWALK STREET, DELANO, CA 93215
(661) 720-4103 ♦ FAX (661) 721-1033
E-MAIL: jbumatay@djuhsd.org

VOLUNTARY DATA FORM

The voluntary information you elect to provide us will be used only to study recruiting and employment patterns and to determine whether information about the Delano Joint Union High School District job openings is reaching all segments of the community. These data are being gathered in compliance with State Equal Employee Opportunity Commission regulations. Your voluntary cooperation in completing this questionnaire will be appreciated.

PLEASE PRINT OR TYPE

Male Female

Type of Position Desired: _____

Name: _____

Last

First

Middle

Address: _____

Street

City

State

Zip

Please check **only one** of the following:

<input type="checkbox"/> 100 American Indian or Alaskan Native	<input type="checkbox"/> 301 Pacific Islander - Hawaiian
<input type="checkbox"/> 201 Asian - Chinese	<input type="checkbox"/> 302 Pacific Islander - Guamanian
<input type="checkbox"/> 202 Asian - Japanese	<input type="checkbox"/> 303 Pacific Islander - Samoan
<input type="checkbox"/> 203 Asian - Korean	<input type="checkbox"/> 304 Pacific Islander - Tahitian
<input type="checkbox"/> 204 Asian - Vietnamese	<input type="checkbox"/> 399 Pacific Islander - Other
<input type="checkbox"/> 205 Asian - Asian Indian	<input type="checkbox"/> 400 Filipino
<input type="checkbox"/> 206 Asian - Laotian	<input type="checkbox"/> 500 Hispanic
<input type="checkbox"/> 209 Asian - Cambodian	<input type="checkbox"/> 600 Black, not of Hispanic Origin
<input type="checkbox"/> 299 Asian - Other	<input type="checkbox"/> 700 White, not of Hispanic Origin