

MCSWAIN UNION ELEMENTARY SCHOOL DISTRICT

926 North Scott Road, Merced, CA 95340

(209)723-7877 ♦ Fax (209)723-2267

www.mcswain.k12.ca.us

CERTIFICATED APPLICATION APPLICATION REQUIREMENTS

Application Form and Resume
Copy of Valid Teaching Credential/CLAD

Formal Letter of Introduction
NCLB Compliance

Copy of Transcripts
Three letters of Reference

Position Applying For: _____ Date: _____

PERSONAL INFORMATION

Name: _____ Social Security #: _____

Address: _____

City: _____ State: _____ Zip: _____

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

E-Mail Address: _____ Cellular #: _____

CREDENTIAL INFORMATION

Do you hold a valid California Teaching Credential? Yes ___ No ___

Have you met the CBEST requirements? Yes ___ No ___

If no, anticipated test date: _____

Is your credential registered with the Merced County Office of Education? Yes ___ No ___

List all valid credentials/licenses you currently hold:

TYPE	Multiple/Single Subject	State	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____

Additional Certificates Held: BCC BCLAD CLAD LDS Other _____

EDUCATIONAL AND PROFESSIONAL PREPARATION

List highest attainment first:

1. Name of College or University: _____

Address: _____

Field of Study: Major _____ Minor _____

Dates Attended: From _____ To _____ Degree Awarded _____

2. Name of College or University: _____
 Address: _____
 Field of Study: Major _____ Minor _____
 Dates Attended: From _____ To _____ Degree Awarded _____

3. Name of College or University: _____
 Address: _____
 Field of Study: Major _____ Minor _____
 Dates Attended: From _____ To _____ Degree Awarded _____

Number of Post Baccalaureate Units: _____ Semester _____ Quarter (1 quarter unit = 2/3 semester unit)
Correct number of units are very important as they are used to determine salary placement.

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

1. _____ Read Speak Write Fluent Some
 2. _____ Read Speak Write Fluent Some

STUDENT TEACHING EXPERIENCE
 (within the last 5 years)

1. Location: _____ Supervisor: _____
 Address: _____ Phone Number: _____
 2. Location: _____ Supervisor: _____
 Address: _____ Phone Number: _____

TEACHING AND/OR PROFESSIONAL EXPERIENCE
 (Does not include substitute teaching experience. Include, if applicable, your military training.)

List all paid experience in chronological order, most recent first. Please account for all gaps in employment.

1. Employer: _____
 Address: _____
 Position: _____ Full-Time Part-Time
 Please check type of school: Public Private Vocational Community School Other
 Supervisor: _____ Phone Number: _____
 Inclusive Dates: From _____ To _____ Salary: \$ _____
 Reason for Leaving: _____
 2. Employer: _____
 Address: _____
 Position: _____ Full-Time Part-Time
 Please check type of school: Public Private Vocational Community School Other
 Supervisor: _____ Phone Number: _____
 Inclusive Dates: From _____ To _____ Salary: \$ _____
 Reason for Leaving: _____

3. Employer: _____
 Address: _____
 Position: _____ Full-Time Part-Time
 Please check type of school: Public Private Vocational Community School Other
 Supervisor: _____ Phone Number: _____
 Inclusive Dates: From _____ To _____ Salary: \$ _____
 Reason for Leaving: _____

APPLICANT STATEMENT

1. Have you ever been convicted of a criminal offense? Yes No
 A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury.
 If yes, for each conviction, explain where, when and the disposition of the case: _____

Note: The conviction of a crime will not automatically disqualify an applicant from employment. The nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for will be considered.
2. Do you currently have any criminal offense pending against you for which you have been released on your own recognizance or through the posting of bail that has not been settled in a court of law? Yes No
 If yes, for each conviction, explain where, when and the disposition of the case: _____

3. Can you, after employment, submit verification of your legal right to work in the United States? Yes No
4. I have reviewed the job description for the position that I am applying. I would be capable of performing the essential functions of this position without reasonable accommodation. Yes No
 If no, briefly describe the accommodation(s) you require: _____
5. Have you ever had a credential suspended, revoked, or received another type of disciplinary action from any teaching/licensing agency of any type, from any state/country? Yes No
6. If yes please indicate action: Revocation Suspension Other
 Explain, when, where, why action was taken, and current status (Explanation Required): _____
7. 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: _____

7. Have you ever been an administrator in California? Yes No
8. Have you been non-reelected, dismissed or asked to resign from any position? Yes No
 If yes, state reason: _____

10. Please check here if you **DO NOT** wish your present employer contacted for a reference.

REFERENCES

1. Name: _____ Title: _____
 Address: _____ Work Phone: _____

2. Name: _____

Title: _____

Address: _____

Work Phone: _____

3. Name: _____

Title: _____

Address: _____

Work Phone: _____

NOTICE TO APPLICANT

The McSwain School District does not discriminate on the basis of age, race, sex perceived or actual sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, or any other reason prohibited by state or federal law.

My signature below authorizes the McSwain Union Elementary School District to conduct a background investigation and authorizes release of all information in connection with my application for employment. Further, I hold harmless any individual or firm for any information that they may provide in this investigation. I waive my right of access to any such information, and without limitation, hereby release the McSwain Union Elementary School District and the reference source from any and all liability in connection with its release or use.

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. 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 me, or for my discharge should I become employed with McSwain School District.

It is understood that if employed, I will be required to submit fingerprints, TB test results and loyalty oath; and when required, appropriate credentials/licenses and a physical examination.

Signature of Applicant: _____

Date: _____

APPLICATION GUIDELINES

Thank you for your interest in employment with McSwain School District. Please keep the following important suggestions in mind as you prepare your application.

1. The employment application represents you; it is important to fill out the application form carefully, neatly, and completely. Do not leave blank spaces. Write on the application form the information requested and attach a resume or other supplemental material to expand and document the statements made on the application.
2. Each position requires a separate application. It is your responsibility to submit a complete application.
3. Application materials submitted cannot be returned and become the property of the McSwain School District. Copies are accepted unless noted otherwise.
4. A selection committee will review and evaluate applications. Submission of an application does not assure the candidate an interview.
5. Applicants selected for an interview will be contacted by telephone and/or mail. Applicants not chosen for an interview will receive notification by mail.
6. No fax applications accepted.
7. Should you require disability-related accommodations for interviews, please request assistance in advance.

Complete applications should be sent to the attention of:

Veda Jones, Personnel
926 North Scott Road
Merced, CA 95340

AN EQUAL OPPORTUNITY EMPLOYER

The McSwain School District maintains a drug, alcohol and tobacco-free workplace.