

## INFORMATION FOR APPLICANTS

Thank you for your interest in serving the Humboldt County Office of Education. Because your qualifications will be initially determined on the basis of the information provided in the application, it is essential that this application form and all other supporting documents be complete and accurate in every respect. Resumes and vitas will be accepted; however, a thoroughly completed application form is required in order for you to be considered for the position. Therefore, do not use the phrase "see resume" or similar in the application or you will be subject to disqualification from the screening process.

To assist you in this procedure, we are providing these additional instructions for preparing the enclosed application materials:

1. Applications should be submitted only by persons who meet all of the required qualifications as indicated in the job specifications. Please review a copy of the job description before preparing and submitting the application.
2. For the sake of clarity, every item should have either an entry or the word "none" or "not applicable." It is recommended that applicants use a typewriter (for hard copy) or a computer (for online form) in completing these forms.
3. Verification of technical skills or certificates of completion for training programs may be provided with application. In some instances, providing current skills certificates will permit a waiver of competency tests otherwise required for employment. Contact the Personnel Office if you have specific questions.
4. Letters of recommendation from prior employers, supervisors, and/or training instructors are desirable and should accompany application if available and if they would assist in determining your overall qualifications for the position you are seeking.
5. Illegible or incomplete applications will not be processed. Please use care when filling out this application form.
6. Be sure to check the position announcement to see if any additional information is required to be submitted in addition to this application form. Completed application papers and confidential file must be filed with the Personnel Office no later than the deadline shown on the announcement. Candidates are encouraged to return their applications as early as possible.
7. The following apply to the question about being convicted of a crime: a) A conviction includes a plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere; b) You may exclude convictions for marijuana related offenses more than two years old; c) Expungement, discharge or other order by a court under Section 1203.4 of the Penal Code does not relieve you of your obligation to report all other felony or misdemeanor convictions on this application; d) State law requires all applicants prior to employment to be fingerprinted; e) Although generally a conviction does not bar employment, state law prohibits employment of any person convicted of certain sex and narcotic offenses and certain serious or violent felonies.

Completed application papers must be filed with the Personnel Office no later than the deadline shown on the announcement. Candidates are encouraged to return their applications as early as possible.

Should you need any assistance in filling out this form, please contact the Personnel Department staff.

The Humboldt County Office of Education is proud to support the principles of Equal Employment Opportunity and Affirmative Action and does not illegally discriminate against applicants on any basis protected by law. For more information on EEO/AA policies, please contact the Personnel Office.



HUMBOLDT COUNTY OFFICE OF EDUCATION

Certificated Management Application Form

Position(s) Applied For: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date Available for Employment: \_\_\_\_\_

ALL SCHOOL EMPLOYEES ARE REQUIRED TO BE TESTED FOR TUBERCULOSIS AND MUST PRESENT EVIDENCE OF FREEDOM FROM THE DISEASE. SOCIAL SECURITY CARD AND VERIFICATION OF EMPLOYMENT ELIGIBILITY WILL BE REQUIRED AT TIME OF EMPLOYMENT.

California Credentials and Permits Held:

Type and Level	Date of Expiration

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

Please answer the following questions only if applicable to the position(s) for which you have applied:

Languages in which you are proficient if use of a language other than English is relevant to the job you are applying for: \_\_\_\_\_

Sign Language?  (Type of Sign:) \_\_\_\_\_

Do you have qualifications which especially equip you to work with culturally different, minority groups, multi-ethnic programs and/or those with unique disabilities?  Yes  No

If "yes", include a brief explanation with your application outlining those qualifications which may be applicable to the position(s) you are seeking.

**EMPLOYMENT HISTORY**

<b>Present Position Title</b>	<b>Present Employer</b>		
<b>Grade level/Subjects</b>	<b>Telephone</b>	<b>Current Immediate Supervisor</b>	<b>Employed Since</b>

**Previous Administrative Experience:**

Position Title	Part-Time or Full-Time	School/District	Dates	
			From	To

**Previous Teaching Experience:** *(Indicate type: regular, substitute, or student teaching)*

Position Title	School/District	Dates	
		From	To

**Previous Work Experience Other Than Teaching/School Administration:** *(You need only include if related to the position(s) desired.)*

Position Title	Part-Time or Full-Time	School/District	Dates	
			From	To

**EDUCATION:** List colleges or universities from which you have received a degree and/or graduate units. Please list your most recent education first.

School or Institution and Location	Major	Minor	Degree or Semester Units

**TRAINING BEYOND CREDENTIAL OR DEGREE:** Summarize below the courses, workshops and/pr seminars you have attended in the last five years. (Provide separate sheet if needed.)

Title/Topic	Sponsor

**PROFESSIONAL ORGANIZATION INVOLVEMENT:** Summarize any professional organization participation. If appropriate, please briefly describe duties or leadership responsibilities you assumed.

Association/Organization	Degree of Activity, i.e. Member or Officer Note Special Achievements, if Any	Dates

**QUALIFICATIONS FOR POSITION:** Please summarize what you believe are the knowledge, skills, and abilities you've acquired and the experiences you've had that make you feel well qualified to serve in the advertised position. (You may omit this section if your cover letter provides this information.)

If the answer is "yes" to either one or both of the following questions, attach a separate sheet to this application explaining fully the circumstances involved.

- a. Has your credential ever been suspended or revoked?  Yes  No
- b. Have you ever been convicted of a felony? (A conviction will not necessarily disqualify you from employment.  Yes  N
- c. Have you ever pleaded guilty or been convicted of any crime? Read Instruction 7 on the Information for Applicants before answering this question.)  Yes  No
- d. Have you been arrested for any felony or misdemeanor for which you are currently out on bail or on your own recognizance?  Yes  No

A yes answer to any of the above questions is not an absolute bar to employment.

**REFERENCES:**

- a. **Required References:** Other than your current supervisor listed previously, you should list as references those individuals under whom you served for a minimum of one year during the previous ten years.
- b. **Optional References:** You may list other professional references who are capable of describing your ability to perform in the position(s) for which you have applied.

*(Check box "a" if it is a REQUIRED reference, and box "b" if it is an OPTIONAL reference.)*

<b>a</b>	<b>B</b>	<b>Name</b>	<b>Current Position</b>	<b>Address</b>	<b>Telephone</b>
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

I certify that I meet the academic training and experience requirements as specified in the announcement and that all information contained in this application and in the supplementary material filed with it is true and accurate. I also certify that I meet all eligibility requirements as to residency for employment as established by the Immigration and Nationality Act. I authorize the contact of any present or former employers to verify any information pertaining to this application, and I release from liability any person or organization furnishing such information. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal if employed.

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature*

# VOLUNTARY SUPPLEMENTAL INFORMATION REQUEST FORM

To All Applicants:

The law requires that we keep certain statistics on applicants for Affirmative Action documentation. This information sheet is what we use to meet this requirement. However, the information requested on this sheet is strictly voluntary, and it is used by us only in filing state and federal reports. It is not considered in the screening or selection process in any manner, as it is separated from the application form before the written screening process is begun. Your name is not required on this form.

1. I prefer to be identified as (only one please) :

- Asian
- Black
- Caucasian
- Filipino
- Hispanic
- Native American
- Other:      Please Specify: \_\_\_\_\_

2. Sex:  M       F

3. Date of Birth: \_\_\_\_\_