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Substitute Teacher Application Instructions

2018/2019

Thank you for your interest in becoming a substitute teacher with the Cajon Valley Union School District. In order to be added to the substitute pool, you must complete the substitute application and attend a substitute sign-up session. Substitute sign-up sessions are normally held on Friday mornings and last approximately 3 hours. Please call (619) 588-3037 to register for current offerings.

Substitute sign-up sessions are held in the Personnel Office of the Cajon Valley Union School District, located at 750 East Main Street in El Cajon. **Parking is limited in front of the district office. There is additional parking around the corner on Roanoke Rd.** Please give yourself plenty of time to find parking as it may be a challenge. In order to participate, you must arrive on time and attend the entire session. Children are not allowed.

To sign up as a substitute teacher, please follow these steps:

1. Call (619) 588-3037 to register.
2. Gather the following documents and bring them with you to the Substitute Teacher Sign Up Session:
 - Completed district application (included in this packet)
 - Driver's License or state ID (original and 2 copies)
 - Social Security Card (original and 2 copies)
 - A copy of your TB test results dated within the last 4 years
 - A copy of your currently valid California teaching credential, 30-Day Substitute Teacher Permit, or a Temporary County Certificate (TCC)
 - Your credential or permit must be registered through the San Diego County Office of Education and you must be cleared through the San Diego County Clearinghouse.
 - If you already have a California teaching credential or permit that is registered with the San Diego County Office of Education, you are probably already in the San Diego County Clearinghouse. If you are not sure, we will check for you.
 - If you are applying for a new credential or permit, you should do so through the San Diego County Office of Education Credential Department. If you qualify for a credential or permit, they will forward your documents to the California Commission on Teacher Credentialing and issue you a Temporary County Certificate, which will be valid while your credential application is pending.

750 E. Main St.
El Cajon, CA 92020
(619) 588-3047
www.cajonvalley.net

**Cajon Valley Union School District
CERTIFICATED EMPLOYMENT
APPLICATION**

For Office Use Only	NCLB Compliant <input type="checkbox"/> Yes <input type="checkbox"/> No Subject Area _____
Screen _____	
Interview _____	

POSITION FOR WHICH YOU ARE APPLYING: _____

PERSONAL INFORMATION *Please Note: The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security number is mandatory pursuant to the authority of Cajon Valley Union School District under Article IX, Sect.9 of the California Constitution. This record-keeping system was established prior to January 1, 1975. The Social Security number is used to verify your identity. Cajon Valley Union School District will not disclose a recipient's Social Security number without the consent of the recipient, except as mandated by law.

Last Name	First Name	Middle Name	* Social Security Number
Mailing Address		City, State, Zip	
Home Phone ()	Cell Phone ()	Other Phone ()	
E-mail Address:			

CALIFORNIA CREDENTIAL HELD (Please include CLAD/BCLAD certification or equivalent)

Type of Credential (Preliminary, Professional Clear, etc.)	Subject Area(s)	Expiration Date

SUBJECT MATTER COMPETENCY ~ Have you passed subject matter exams (CBEST, MSAT, PRAXIS, CSET)?

Type of Exam (include subject area as appropriate)	Date Passed	
		Please Attach Copy
		Please Attach Copy
		Please Attach Copy

FOREIGN LANGUAGE SKILLS

Language	Proficiency Level
<input type="checkbox"/> Spanish _____	
<input type="checkbox"/> Other: _____	

GENERAL INFORMATION

Do you have military experience? (If yes, please attach a copy (not original) of DD214 Form) Yes No

With or without an accommodation, are you able to perform the essential functions of this position? Yes No

Have you ever been employed by the Cajon Valley Union School District? Yes No
If yes, give dates and reason for leaving: _____

Are you related by birth or marriage to any person now employed by the Cajon Valley Union School District? Yes No
If yes, list name, relationship and location of each: _____

Cajon Valley Union School District Board Policy 4030 prohibits unlawful discrimination and/or harassment of District employees and job applicants. Complaints regarding discrimination in employment should be addressed to the Coordinator for Nondiscrimination in Employment.

Equal Opportunity Employer

EMPLOYMENT HISTORY

Work Experience (list in reverse order)

List all of your work experience for the past ten years relevant to this job starting with your most recent or present employment. Use an extra sheet of paper if more space is required. **REFERENCE TO A RESUME WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS FORM.**

No. of Years	From	To	Job Title	Employer's Name, Address, Phone Number

Educational Background (list in reverse order) Number of Units After Bachelors Degree: # Semester Units _____ # Quarter Units _____

No. of Years	From	To	Name of Institution	Subject Major / Minor	Degree	Date Awarded

Student Teaching Experience (if within last five years)

No. of Years	From	To	Grade or Subject	School and District

PROFESSIONAL REFERENCES

Name	Address, City, State, Zip	Phone/Fax/E-mail	Position or Relationship

Prior to employment are you willing to swear allegiance to the United States and the State of California? Yes No

If offered employment, you will be required to submit verification of your legal right to work in the United States.

Any offer of employment will be contingent on passing medical examination requirements that will include a drug screening (Policy 4205) (Ed. Code 45122) at the expense of the District.

Any offer of employment will be contingent on clearance of criminal background check. (Ed. Code 45125) (AB 1610 and AB 1612)

I certify that I have reviewed this Application for Employment and that all the information provided by me on this application, the contents of documents provided by me, and all statements for which I have made in any interview connected with this application, are true and complete. I understand that giving false or incomplete information may be reason for non-selection or non-employment, or may be cause for dismissal or suspension. I authorize agents of Cajon Valley Union School District to investigate and verify any and all statements made on this application, including contacting any previous employers and the references provided by me. I authorize the individuals listed as references herein and the agents or employees of my former employers to answer any inquiry relevant to my application. I hereby release the foregoing individuals from any and all liability for responding to such inquiries. I understand that this application is neither a contract nor an offer of employment. I further understand that if offered employment, I must agree to the stipulations stated above.

Signature of Applicant _____

Date _____

**CAJON VALLEY UNION SCHOOL DISTRICT
Personnel Services**

CONVICTION REPORT FORM

Position applied for

Name (Last, First, Middle)

Please read carefully:

The California Education Code (Sec. 45123) requires that we request the following information:

Have you ever been **convicted** of a sex, alcohol or drug related charge? Yes_____ No_____

Are charges pending against you for a sex, alcohol or drug related incident? Yes_____ No_____

Have you ever been convicted of any felony offense? Yes_____ No_____

Are there any criminal charges pending against you as of this date? **(Omit minor traffic violations.)**
Yes_____ No_____

If you answer "Yes" to any of the questions above, please explain below. You may attach information to this form.

DATE	CHARGE	CODE SECTION	DISPOSITION (Results)	REMARKS

A conviction record **does not** automatically prevent you from submitting an application with the Cajon Valley Union School District. However, failure to complete this form or to provide the requested information may disqualify you for an examination or cause your dismissal from employment. You may request an interview with a Personnel administrator prior to completing this form.

Signature_____ Date_____

I certify that the above is true and further understand it will be subject to proper investigation.

PERSONNEL SERVICES AFFIRMATIVE ACTION SURVEY FORM

Although completion of this form is voluntary, we would appreciate your cooperation in completing the requested information. The information is utilized for Personnel Affirmative Action statistical reporting purposes **only**. No one other than Personnel staff have access to this form, or it's content. To comply with Federal, State, and District guidelines for affirmative action in equal employment practices, the Cajon Valley Union School District must gather this information and maintain records on applicant flow (number of minorities, women, disabled, and age groupings applying for employment) and recruitment sources. Neither this form nor the information you provide will be used for any other purpose not required by Federal, State, and District guidelines. This form will be **detached from your application prior to consideration for employment**.

Thank you for your cooperation. If you choose not to complete this form, the District will not use it against you in considering your application for employment.

Title of position applying for: _____

1. Birthdate: Month _____ Date _____ Year _____ Male _____ Female _____

2. U.S. Citizenship: If you are not a U.S. Citizen, can you submit verification of your legal right to work in the United States?
Yes _____ No _____

3. Ethnic Identification: (check one). The categories listed are as defined in the Federal guidelines. You should check the category with which you identify yourself.

- _____ American Indian/Alaskan Native (American Indian, Aleut, Eskimo)
- _____ Asian (persons of Japanese, Chinese, Korean, Southeast Asia, or Pacific Island ancestry)
- _____ Filipino (persons having origins in any of the original people of the Philippine Islands)
- _____ Hispanic (Mexican, Puerto Rican, Cuban, Latin American, Spanish)
- _____ Black (A non-Hispanic person having origins in any of the black racial groups of Africa)
- _____ White (Persons of Indo-European descent including Pakistani, East Indian and European; not Hispanic)

4. Can you perform this function with or without accommodation? With _____ Without _____
If you require accommodation to perform this function, please describe:

**Cajon Valley Union School District
Personnel Services
P.O. Box 1007
El Cajon, CA 92022
AUTHORIZATION TO RELEASE INFORMATION**

It is the policy of the Cajon Valley Union School District to conduct reference checks for all candidates for employment. Reference checking is conducted prior to the offer of employment, and up to three references are normally obtained.

Your signature below indicates your agreement with, and acknowledgment of the following:

1. As an applicant for employment with the Cajon Valley Union School District, I authorize my current and past employers and work associates, including, but not limited to, supervisors, colleagues, and subordinates, to release to the Cajon Valley Union School District any reference information in my personnel records or file (i.e., applications for employment, time and sick leave records, vacation records, performance evaluations), academic records (i.e., transcripts, certificates, credentials, etc.), and information related to my work-related personal characteristics (i.e., my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, and reputation among co-workers).
2. I expressly, and without reservation, waive my right to review the information collected in the reference checks.
3. The Cajon Valley Union School District will maintain reference information in the strictest confidence and solely for the purpose of the recruitment for which I have applied, and information obtained during reference checks will not be provided to anyone outside the selection process.
4. All information obtained during reference checks will be destroyed at the conclusion of the particular recruitment for which it was obtained.
5. A photocopy of this signed authorization is to be considered valid as an original.
6. ***In executing this authorization, I fully and completely release all present and past employers and their employees, the Cajon Valley Union School District, and all other persons and entitles from liability for any damage, including, to the full extent allowed by law, liability under California Civil Code sections 45 and 46 and California labor code section 1054, or any similar laws of other states or political entities, which may result from furnishing information which I am permitting to be released by way of this authorization.***
7. ***I have carefully read and understand all of the provisions of this authorization, and have voluntarily and without coercion or duress agreed to, and signed, this authorization.***

Candidate's Full Name (**Print**)

Other Last Names You have Used (if any)

Candidate's Signature

Date