

## **CERTIFICATED APPLICATION INSTRUCTIONS**

Dear Applicant:

Thank you for your interest in employment in the Evergreen School District. Because of the number of applications being processed by this office, it will not be possible to acknowledge receipt of each application or to arrange interviews for all applicants. However, we are pleased to have your application on file and it will be reviewed when there are positions open for which you applied.

To be considered for a position please submit, in the order listed, all of the following:

- a. A district application **with all information completed.**
- b. Any supporting materials which help evaluate your skills and qualifications such as a cover letter, resume, letters of recommendation, teaching observations/evaluations from your current or prior districts.
- c. A photocopy of your credential(s), both front and back..
- d. A photocopy of your transcripts (official transcripts are not necessary).
- e. A photocopy of your CBEST and CSET test scores (if applicable).

**Please do not enclose your application file in a folder or plastic sleeves.**

Upon completion of the above application requirements:

1. Your application file will be reviewed with regard to credentials, training, experience, grade level or subject areas, and appropriate skills and abilities.
2. Your application will be placed in an active file for review as openings occur.
3. Interviews will be scheduled with those applicants whose files indicate that they may have the training, experience, skills and qualifications as required by the position.
4. Your application will be considered "active" for one school year. To continue to be considered, you must contact the Human Resources Department at the end of this period to reactivate your file.

Thank you again for your interest in our district. Please be assured that your application file will be given every consideration for the position for which you apply.

Will Ector  
Director of Human Resources

**AN EQUAL OPPORTUNITY EMPLOYER**

**EVERGREEN SCHOOL DISTRICT**

3188 QUIMBY ROAD  
SAN JOSE, CA 95148  
(408) 270-6800

I am available to substitute:  
\_\_\_\_\_ yes \_\_\_\_\_ no  
List specific availability:  
Days \_\_\_\_\_ Grades \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATED APPLICATION**

Social Security No: \_\_\_\_\_

Home Phone \_\_\_\_\_

Message Phone \_\_\_\_\_

1. **Name** \_\_\_\_\_

Current Address \_\_\_\_\_  
City State Zip Code

Permanent Address \_\_\_\_\_  
City State Zip Code

2. **Position(s)** for which you are applying: List subject(s), grade level(s), or non-teaching position(s) according to preference:

First Preference: \_\_\_\_\_ Second Preference: \_\_\_\_\_ Third Preference: \_\_\_\_\_

3. **California Credentials Held:** Teaching and Administrative

a. List the title on the face of the credential:

\_\_\_\_\_ Expires: \_\_\_\_\_

\_\_\_\_\_ Expires: \_\_\_\_\_

b. California Credentials applied for:

\_\_\_\_\_

c. Out-of-State Credentials:

\_\_\_\_\_ Expires: \_\_\_\_\_

\_\_\_\_\_ Expires: \_\_\_\_\_

d. Are you enrolled in a credential or intern program? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. **Examinations Passed:**     CBEST     CSET (*all sections*)     RICA

5. **Education**

Name & Location	From	To	Degree	Major	Minor

Semester Units beyond BA or BS Degree \_\_\_\_\_ beyond MA or MS Degree \_\_\_\_\_

6. **Teaching Experience**

List last position first. If more than 3 positions, list on separate page. If none, report student teaching experience. "Type" means regular, substitute, or student teaching.

Type	From	To	Subject	District & Address	Supervisor & Phone

WE ARE PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER.

WE ENCOURAGE THE APPLICATION OF AND SEEK TO EMPLOY MINORITY AND PERSONS WITH DISABILITIES.

7. In order to perform all of the tasks of teaching, do you need an accommodation? \_\_\_yes \_\_\_no  
Please describe which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need.

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For certain positions, an offer of employment may be contingent upon passing a job related physical examination.

8. If you have preparation and experience which especially qualifies you to work with culturally different and/or minority groups and/or multicultural programs, write a separate explanation and file it with this application.

9. Has your credential ever been suspended or revoked? \_\_\_ yes \_\_\_ no

10. Have you ever been discharged/dismissed or asked to resign from employment for misconduct or unsatisfactory service? \_\_\_ yes \_\_\_ no

11. Have you ever been convicted of any crime other than traffic violations? \_\_\_ yes \_\_\_ no

Explain each yes answer above in writing and attach to this form. An answer of yes to any of these questions will not necessarily disqualify a person for employment consideration.

12. Candidate's Statement: (Optional)

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I hereby certify that all statements made hereon are correct to the best of my knowledge and authorize investigation of all statements herein recorded. Any material misrepresentation or deliberate omissions of a fact in my application may be justification for refusal of employment, or if employed, termination from employment with the Evergreen School District.

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Applicant's Signature

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Date