

# **SAN LUIS OBISPO COUNTY** **SUBSTITUTE TEACHER APPLICATION**

Date of Application: \_\_\_\_\_

## **I. PERSONAL DATA**

Name: \_\_\_\_\_  
Last
First
Middle

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

Telephone Numbers: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home
Work

Former Name(s) Used: \_\_\_\_\_

Are you fluent in any language other than English? If so, please state language(s): \_\_\_\_\_

## **II. PREFERENCES**

**Grade Level/Specialty:** Please check one or more categories:

- Elementary School
  Middle School\*
  High School\*  
 Community School
  Preschool
  Special Education (SLOCOE)\*\*

**\*Subject Matter:** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**\*\*Applicants applying for positions with the San Luis Obispo County Office of Education (SLOCOE) must complete Attachment 'A'.**

## **III. EDUCATION AND PROFESSIONAL TRAINING**

Name of University-City/State	Degree	Major Subject(s)	Minor Subject(s)

Have you completed one or more of the Substitute Training Workshops at the San Luis Obispo County Office of Education? **YES**\_\_\_\_\_ **NO**\_\_\_\_\_

*(If yes please attach copy of certificate of completion)*

**IV. CREDENTIAL INFORMATION**

Before you can begin working, you must have (or at least have applied for) a valid California Teaching Credential which authorizes the service for which you are employed. Emergency 30 Day Substitute Permits are valid at the following districts:

- |                 |  |
|-----------------|--|
| Atascadero      | San Luis Coastal                           |
| Cayucos         | San Luis Obispo County Office of Education |
| Coast Unified   | San Miguel                                 |
| Lucia Mar       | Shandon                                    |
| Paso Robles     | Templeton                                  |
| Pleasant Valley |  |

A. California Credentials you now hold (or have applied for):

Type	Authorization Subject	Expiration Date

If you have applied for a credential, but have not received it, you must show proof of application in order to receive a Temporary County Certificate which allows you to work while waiting to receive your credential.

B. Have you ever had any adverse action on your credential? **YES**\_\_\_\_\_ **NO**\_\_\_\_\_ *(If yes, explain on a separate sheet of paper.)*

C. Have you ever had any credential, application, permit, license or other document authorizing public school service or teaching suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state? **YES**\_\_\_\_\_ **NO**\_\_\_\_\_ *(If yes, explain on a separate sheet of paper.)*

D. Have you passed the CBEST? **YES**\_\_\_\_\_ **NO**\_\_\_\_\_

**V. STUDENT TEACHING EXPERIENCE**

	<i>First Assignment</i>	<i>Second Assignment</i>
<i>Name and Location of School</i>		
<i>Name of District</i>		
<i>Grade Level and/or Subject</i>		
<i>Dates of Assignment</i>		
<i>Master Teacher's Name</i>		

**VI. TEACHING EXPERIENCE**

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ (if part-time, hours worked/week \_\_\_\_\_)

Type of Teaching Position: (Regular, Substitute, Temporary): \_\_\_\_\_

Name of District/Place of Employment: \_\_\_\_\_

Address of District/Place of Employment: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Grade Level and/or Subject Assignment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ (if part-time, hours worked/week \_\_\_\_\_)

Type of Teaching Position: (Regular, Substitute, Temporary): \_\_\_\_\_

Name of District/Place of Employment: \_\_\_\_\_

Address of District/Place of Employment: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Grade Level and/or Subject Assignment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ (if part-time, hours worked/week \_\_\_\_\_)

Type of Teaching Position: (Regular, Substitute, Temporary): \_\_\_\_\_

Name of District/Place of Employment: \_\_\_\_\_

Address of District/Place of Employment: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Grade Level and/or Subject Assignment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**VII. EXPERIENCE OTHER THAN TEACHING**

<b>Position</b>	<b>Employer</b>	<b>Location (City/State)</b>	<b>Dates of Employment</b>

**VIII. AFTER YOU ARE HIRED**

The law requires written proof that you are entitled to work in the United States (i.e. Passport, Social Security Card, Birth Certificate, Driver’s License, or other).

**IX. PERSONAL DATA**

A. Have you ever been discharged or requested to resign from a position? **YES**\_\_\_\_\_ **NO**\_\_\_\_\_ (If yes, explain on a separate sheet of paper.)

B. Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or in any other state? **YES**\_\_\_\_\_ **NO**\_\_\_\_\_ If “Yes”, give the Section code of the offense and explain the circumstances \_\_\_\_\_

Do you have a pending felony or misdemeanor case? **YES**\_\_\_\_\_ **NO**\_\_\_\_\_ (If yes, please attach a written statement explaining circumstances.)

(A conviction will not automatically bar you from consideration for employment. However, if you fail to disclose a conviction, that failure will disqualify you from the employment process. Education Code mandated under AB 1610 and AB 1612 prohibits hiring individuals convicted of narcotics, sex offenses or serious and violent crimes. Fingerprint criminal history clearance is required by law of all school employees prior to date of employment.)

**X. REFERENCES:** Please indicate references below & include those who have knowledge of your teaching experience, or any experience you have working with children.

Name	Position	District (or Company) and Address	Phone #

I hereby certify that the information contained in this application is true to the best of my knowledge and belief and acknowledge that any misrepresentation may result in an invalid application, denial of interview, loss of offer of employment and dismissal if employed. I release from all liability persons and organizations reporting information required by this application.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

Note: If applying to multiple districts, you may duplicate this form before signing.

**Original signature is required on each application.**

- REQUIRED ATTACHMENTS:** The following items must accompany each application in order to be considered for employment:
1. Copy of California Teaching Credential and/or Emergency 30 Day Substitute Permit (front and back) (or verification of bachelor’s degree and passing CBEST).
  2. Verification of DOJ fingerprint processing through the County Office of Education.
  3. Verification of TB Clearance.
  4. College/University placement papers and/or three (3) current letters of reference.
  5. Resume.
  6. Complete copies of transcripts (front and back).
  7. California Basic Education Skills Test (CBEST) Verification.