

# WILLITS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES  
1277 Blosser Lane  
Willits, California 95490  
(707) 459-5314 FAX (707) 459-7862

## APPLICATION FOR CERTIFICATED EMPLOYMENT "An Equal Opportunity Employer"

**Directions:** Type or print legibly in black or blue ink. Answer all questions which are applicable. Do not state "See Resume".

### PERSONAL INFORMATION

Last Name	First Name	Middle	
Mailing Address	City	State	Zip
Home Phone ( )	Message Phone ( )	Fax Number ( )	
Email Address			

### GENERAL INFORMATION

POSITION FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

Elementary     
  Special Education     
  Middle School 6-8     
  High School 9-12

Full Time     
  Part Time     
 Subject: \_\_\_\_\_

Have you ever worked for the Willits Unified School District?  
  No     Yes From: \_\_\_\_\_ To: \_\_\_\_\_

### CREDENTIALS

**California State Credential(s)**

Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Out of State Credential(s)**

Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

EL Certification:   
  2042 Credential   
  CLAD   
  BCLAD   
  SDAIE  
 LDS                     
  BCC   
  ELA1

If you have skills or experience which you believe especially qualify you to work with multi-ethnic and/or minority groups, please specify:

\_\_\_\_\_

\_\_\_\_\_

Please specify other special certifications or training.

\_\_\_\_\_

### ACADEMIC PREPARATION

Name of School or Institution	City and State	Majors	Minors	Dates of Attendance				Degree	Date Degree Granted
				From	To	From	To		
				Mo.	Yr	Mo.	Yr		

Total Units (semester hours) completed after Bachelor's degree granted \_\_\_\_\_

(Each quarter unit represents 2/3 of a semester unit) **Transcripts must be submitted at time of employment to verify units.**

**STUDENT TEACHING EXPERIENCE**

Teaching Training Institution	City and School in which Student Teaching was done	Grades or Subject Taught	Dates	
			From	To

**REGULAR TEACHING EXPERIENCE**

Record here all regular teaching. Specify that which was substitute or part time.

School District	School	FTE		FTE Contract	Grades and/or Subjects	Inclusive Dates of Employment
		Part Time	Substitute			

Total Years Teaching \_\_\_\_\_

**ACTIVITIES OTHER THAN TEACHING**

Record here any employment not covered elsewhere. Account for full time activities following high school graduation other than informal study.

Name of Employer	Location (Mailing address)	Position	Nature of Work Performed	Inclusive Dates of Employment

Have you ever left a teaching position prior to the expiration of a contractual agreement?  Yes  No If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

## REFERENCES

List the names and phone numbers of individuals we can contact for references.

Name	Position of reference at time he/she knew your work	Present Address and Phone Number

- Yes     No    Have you ever been convicted of a crime other than a minor traffic violation? (A conviction will not necessarily disqualify you as an applicant.) \_\_\_\_\_
- Yes     No    Have you ever had any credential, permit, license or other document authorizing public school service or teaching suspended or revoked?
- Yes     No    Have you resigned from or otherwise left public or private school employment to avoid investigation or dismissal for alleged misconduct?
- Yes     No    Have you ever been dismissed, not reemployed or asked to resign from any probationary or permanent teaching/administrative position?
- Yes     No    Is any adverse action now pending against any credential you hold which authorizes public school service or teaching in California or any other state?

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

If you have answered yes to any of the questions above, you may wish to attach additional page(s) explaining your answer(s).

- Yes     No    Can you, after employment, submit verification of your legal right to work in the United States?

### APPLICATION PROCEDURE

1. Completed WUSD application form
2. Professional Resume
3. Copy of transcript(s) from each college or university from which you have earned units (unofficial copies)
4. Copy of credential(s)
5. Letter of intent explaining why you are applying for a position in the Willits Unified School District
6. Three (3) current letters of recommendation.

### REQUIREMENTS UPON EMPLOYMENT

*UPON OFFER OF EMPLOYMENT, ALL CANDIDATES MUST PROVIDE THE FOLLOWING:*

1. Official transcripts from college/university.
2. Proof of legal right to work in United States.
3. Proof of Negative TB test within the last 4 years.
4. Fingerprint Clearance

## CERTIFICATION OF APPLICATION

### READ BEFORE SIGNING

I declare that the information in this application is true and complete to the best of my knowledge. I understand that any material misrepresentation or omission of a fact in my application may result in rejection of my application or termination of my employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WILLITS UNIFIED SCHOOL DISTRICT**  
**AUTHORIZATION TO RELEASE OF INFORMATION**

I authorize any hiring official from Willits Unified School District to obtain any information relating to my employment with (list former employers) \_\_\_\_\_

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This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information.

I direct my former employer(s) listed above to release such information upon the request of any designated hiring official from Willits Unified School District regardless of any contrary agreement I may have made previously with my former employer(s).

I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date