

Laguna Beach Unified School District

Human Resources Office

550 Blumont Street, Laguna Beach, CA 92651

(949) 497-7700 ext. 200 FAX: (949) 497-7710

Email Address: pbeaver@intergate.ocde.k12.ca.us

Dear Applicant:

The application process for certificated substitute teaching positions with the Laguna Beach Unified School District is outlined below. A completed application is required before consideration of your candidacy. Please submit all materials at the time of initial application to the District.

- Complete the Substitute Teaching Application.
- A resume is desirable.
- Attach a copy of your valid California teaching credential(s). If you have applied for your California credential and have not received it, please furnish written verification that your application has been applied for by the County or University Credential Department.
- Attach copies of your transcripts, CBEST test results, and fingerprint clearance.
- Attach three current letters of recommendation.
- Evidence of freedom from active tuberculosis as outlined by the California Education Code is required upon offer of employment.

Only completed applications will be accepted.

If you have questions, you may call (949) 497-7700 ext. 200. The Job Opportunities Hotline is (949) 497-7700 ext. 311. Should there be an opening which interests you and you meet the requirements of that position, please call me.

Sincerely,

Patricia A. Beaver
Coordinator, Human Resources

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Substitute Teacher Application

550 Blumont Street, Laguna Beach, CA 92651

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PERSONAL PROFILE

LAST NAME	FIRST	MIDDLE	Date of Application
ADDRESS			Home Phone
CITY			Message Phone
SOCIAL SECURITY NUMBER		California Drivers License #	

POSITION DESIRED

Level Applying For:	Elementary Level	K-5 _____	Specialized Program: _____
	Middle School Level	6-8 _____	DAYS Available: <input type="checkbox"/> Everyday
	High School Level	9-12 _____	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday
	All K-12 Grades	_____	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday
List in order of preference the subjects you are comfortable substitute teaching in—you may substitute in grades K-12:			
1. _____ 2. _____ 3. _____			

CREDENTIALS

LIST ALL CURRENT CALIFORNIA CREDENTIALS		
Type	Expiration	Subject or Grade Authorization
Type	Expiration	Subject or Grade Authorization
Type	Expiration	Subject or Grade Authorization
Type	Expiration	Subject or Grade Authorization

Check Any Specialization(s):

Special Education: RSP SDC LH Other _____

Other(s) _____

Special Authorizations: CLAD BCLAD ELD SB1969 Certificate

Bilingual Skills (list language(s) and fluency level):

CBEST passed: Yes date passed: _____ No

Highest Degree: BA MA Doctorate Number of semester units after BA _____

Has any credential ever been suspended or revoked? NO YES- If revoked, please explain:

UNDERGRADUATE/GRADUATE EDUCATIONAL PREPARATION

Name of Institution	Location (City/State)	From	To	Degree(s) Earned	Major	Minor

PROFESSIONAL TRAINING (Credential/Masters/PhD)

Name of College or University	Location (City/State)	Major/Minor Course of Study and Date	Degree

EMPLOYMENT EXPERIENCE List all employment experiences.

EMPLOYER	ADDRESS	JOB DESCRIPTION	DATES

EMPLOYMENT EXPERIENCE:

Are you presently under contract in other school district as a substitute teacher? NO YES

If yes, please list districts:

List below those special skills and/or training and/or experiences you possess. (Examples of clubs and activities, athletic coaching experience, special program experience, such as, GATE, ELD, interdisciplinary studies, team teaching, mentoring, etc.:

Confidential Data Sheet

Have you ever been convicted of a felony? (An affirmative answer will not necessarily disqualify an applicant).

Yes - No

If so, when, where and disposition of case?

Do you have any physical, emotional, or mental limitation which may affect your ability to perform the position applied for? Yes No

If yes, what can be done to accommodate your limitations?

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY. THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU MIGHT BE EMPLOYED BY THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT.

1. The information that I have provided on this Substitute Teacher Application is accurate to the best of my knowledge and subject to validation by the Laguna Beach School District.
2. I authorize the persons, schools, current employer, and other organizations of employers named in this application to provide the Laguna Beach Unified School Unified District with any relevant information that may be required to arrive at an employment decision.
3. I understand and agree that:
 - a. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from the Laguna Beach Unified School District employment.
 - b. I understand that I must furnish evidence of freedom from tuberculosis.
 - c. If offered a full time position by the Laguna Beach Unified School District, I will provide evidence of my right to work as required by the Immigration ad Naturalization Service.

Date: _____ Signature: _____