

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 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 Application for Certificated Positions.
- 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. "Official" transcripts will be requested with an offer of employment.
- Attach three current letters of recommendation or request that your placement file be forwarded to the District.
- 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.

Applications are reviewed thoroughly to certify each candidate's qualification. Candidates selected for an interview will be notified by a telephone call. If you are not selected for an interview, a letter will be sent to your listed address. Applications are kept on file for six (6) months from the date of application.

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

Teaching (Certificated) 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

TITLE OF POSITION(S):

Level Applying For: Elementary Level K-5 _____ Part-time
 Middle School Level 6-8 _____ Full-time
 High School Level 9-12 _____

CREDENTIALS

LIST ALL CURRENT CALIFORNIA CREDENTIALS

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 _____

Foreign Language: Spanish French Other _____

Science: Biology Physics Chemistry Life Science Human Ecology

Math: Pre Algebra Algebra I Algebra II Pre Calculus
 Geometry Consumer Math Fund. Math Calculus

Special Authorizations: CLAD BCLAD ELD SB1969 Certificate

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

TEACHING EXPERIENCE

EMPLOYMENT HISTORY for at least the past five years: 1. List chronologically. Attach an additional sheet, if necessary. 2. Do not submit a resume in lieu of filling out this section. 3. Begin with your present job and list in reverse order.

Current, or latest employment: May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but please wait for permission <input type="checkbox"/> NO
Date of Employment: From: _____ To: _____ Job Title: _____
Name of Employer: _____ Telephone No.: _____
Address _____ Supervisor's Name and Job Title: _____
Last Salary: _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Reason for Leaving:
Briefly Describe Your Duties:
Date of Employment: From: _____ To: _____ Job Title: _____
Name of Employer: _____ Telephone No.: _____
Address _____ Supervisor's Name and Job Title: _____
Last Salary: _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Reason for Leaving:
Briefly Describe Your Duties:
Date of Employment: From: _____ To: _____ Job Title: _____
Name of Employer: _____ Telephone No.: _____
Address _____ Supervisor's Name and Job Title: _____
Last Salary: _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Reason for Leaving:
Briefly Describe Your Duties:
Date of Employment: From: _____ To: _____ Job Title: _____
Name of Employer: _____ Telephone No.: _____
Address _____ Supervisor's Name and Job Title: _____
Last Salary: _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Reason for Leaving:
Briefly Describe Your Duties:

EDUCATION

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

Number of semester units of upper division graduate work after receipt of BA or BS degree:

(1 Quarter Unit = 2/3 Semester Unit) Master's Degree? YES NO Doctorate? YES NO

SCHOLASTIC HONORS _____

OTHER HONORS OR DISTINCTION _____

Circle Scholastic Average of Undergraduate Work: A A- B B- C C- Graduate GPA _____

PROFESSIONAL TRAINING (Credential/Masters/PhD)

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

NON-TEACHING EXPERIENCE List employment experiences outside the teaching field.

EMPLOYER	ADDRESS	JOB DESCRIPTION	DATES

Please read the following statements carefully. They constitute the conditions under which you might be employed by the Laguna Beach Unified School District.

- The information that I have provided on this Certificated Application is accurate to the best of my knowledge and subject to validation by the Laguna Beach Unified School District.
- I authorize the persons, schools, current employer and other organizations of the employers named in this Application to provide the Laguna Beach Unified School District with any relevant information that may be required to arrive at an employment decision.
- I understand and agree that:
 - 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.
 - A medical examination and signed release statement, as stipulated by the Laguna Beach Unified School District may be required. I understand that I must furnish evidence of freedom from tuberculosis.
 - Before my contract becomes effective or compensation is possible, a valid California credential appropriate to my assignment must be filed with the Orange County Department of Education.
 - If offered a position by the Laguna Beach Unified School District, I will provide evidence of my right to work as required by the Immigration and Naturalization Services.
 - If offered a position by the Laguna Beach Unified School District, I understand that BEFORE any salary is provided, official transcripts must be provided to the Personnel Office.

DATE: _____ SIGNATURE: _____

The law prohibits discrimination because of age, sex, religion, race, color, and national origin and requires affirmative action.