

**CERTIFICATED APPLICATION  
BRAWLEY UNION HIGH SCHOOL DISTRICT**

***"EXCELLENCE IN EDUCATION"***

**POSITION DESIRED**  
1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Extra Duty Assignment \_\_\_\_\_ Professional Goal \_\_\_\_\_

**APPLICATION REQUIREMENTS**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| * BUHSD Application Form and Resume | * Copy of Valid Teaching Credential |
| * Formal Letter of Interest         | * Copy of CBEST Verification        |
| * Three Letters of Reference        | * Copy of Transcripts               |

*See back page for application guidelines*

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_ Cellular # (\_\_\_\_\_) \_\_\_\_\_

Have you ever worked for a county office of education?  yes  no

Have you ever worked for a school district?  yes  no

If YES, when, where and in what capacity? \_\_\_\_\_

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

Are you related to any employee of this organization?  yes  no If YES, list the name and relationship to you \_\_\_\_\_

**RECORD OF TEACHING and/or PROFESSIONAL EXPERIENCE**

Are you currently under contract with any other district/county office?  yes  no

If YES, give name of district/county office and date of contract expiration \_\_\_\_\_

Have you been dismissed or asked to resign from any position?  yes  no If YES, please explain

*List all paid experience in chronological order, most recent first. Please account for all gaps in employment.*

Employer \_\_\_\_\_

Address \_\_\_\_\_

Please check type of school:  Public  Private  Vocational  Community School  Other

Number of years employed as a *fully-credentialed* teacher \_\_\_\_\_  full-time  part-time

Number of years employed as: Substitute \_\_\_\_\_ Intern \_\_\_\_\_ Emergency Permit Teacher \_\_\_\_\_

Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Please check type of school:  Public  Private  Vocational  Community School  Other

Number of years employed as a *fully-credentialed* teacher \_\_\_\_\_  full-time  part-time

Number of years employed as: Substitute \_\_\_\_\_ Intern \_\_\_\_\_ Emergency Permit Teacher \_\_\_\_\_

Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Please check type of school:  Public  Private  Vocational  Community School  Other

Number of years employed as a *fully-credentialed* teacher \_\_\_\_\_  full-time  part-time

Number of years employed as: Substitute \_\_\_\_\_ Intern \_\_\_\_\_ Emergency Permit Teacher \_\_\_\_\_

Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

OK to contact?  yes  no Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

<b>EMPLOYMENT REFERENCES</b>
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(1) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates To \_\_\_\_\_ From \_\_\_\_\_

(2) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates To \_\_\_\_\_ From \_\_\_\_\_

(3) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates To \_\_\_\_\_ From \_\_\_\_\_

<b>RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION</b>
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**List highest attainment first**

(1) Name of College or University \_\_\_\_\_

Address \_\_\_\_\_

Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degrees Awarded \_\_\_\_\_

(2) Name of College or University \_\_\_\_\_

Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degrees Awarded \_\_\_\_\_

(3) Name of College or University \_\_\_\_\_  
Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degrees Awarded \_\_\_\_\_

Number of Post Baccalaureate Units \_\_\_\_\_  Semester  Quarter  
(Correct number of units are very important as they are used to determined salary placement.)

List languages, other than English, that you are familiar with.  
(If this position does not require bilingual skills, this question is optional.)

(1) \_\_\_\_\_ (2) \_\_\_\_\_  
Read Speak Write Fluent Some Read Speak Write Fluent Some

**CREDENTIAL INFORMATION**

Do you hold a valid California Teaching Credential?  yes  no

List all types of valid K-12 credentials you currently hold.

(1) Type/Authorization \_\_\_\_\_  
Expiration Date \_\_\_\_\_ State \_\_\_\_\_

(2) Type/Authorization \_\_\_\_\_  
Expiration Date \_\_\_\_\_ State \_\_\_\_\_

(3) Type/Authorization \_\_\_\_\_  
Expiration Date \_\_\_\_\_ State \_\_\_\_\_

(4) Type/Authorization \_\_\_\_\_  
Expiration Date \_\_\_\_\_ State \_\_\_\_\_

Additional Certificates Held: BCC BCLAD CLAD LDS ELD/SDAIE

If you do not currently hold a valid teaching credential, through which college or university have you applied?

\_\_\_\_\_ Date applied \_\_\_\_\_

Tests You Have Passed: CBEST MSAT RICA PRAXIS/SSAT CSET  
Programs You Are In: Pre-Intern Intern BTSA

I possess a Certificate of Compliance for the **No Child Left Behind Act (NCLB)** in the following Subject Area(s):  
 Arts  English  Reading/Language Arts  Foreign Language  Mathematics  Biological Sciences  
 Chemistry  Geosciences  Physics  Civics and Government  Economics  Geography  History

Have you ever taught or been an administrator in California? yes no

Have you ever had a credential suspended or revoked, or received any other type of disciplinary action from any teaching or licensing agency of any type, from any state or country? yes no

If YES, please indicate action Revocation Suspension Other \_\_\_\_\_

Explain when, where, why action was taken, and current status (**Explanation Required**) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION GUIDELINES**

Thank you for your interest in employment with Brawley Union High School District. Please keep in mind the following important suggestions as you prepare your application.

- The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name and position for which you are applying.
- Each position requires a separate application.
- It is your responsibility to submit a complete application. Human Resources CANNOT DUPLICATE materials in order to complete your application.
- Application materials submitted cannot be returned and become the property of Brawley Union High School District. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.
- Employment is contingent upon clearance of fingerprinting and drug testing.

**REQUIRED APPLICANT STATEMENT**

- (1) Have you ever been convicted of a felony or a misdemeanor?  Yes  No  
 List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(s) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or Jury. If, YES, a letter of explanation MUST accompany your application.
- (2) Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No
- (3) Do you object to the contacting of references other than those provided?  Yes  No

*I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Brawley Union High school District reserves the right to disregard any application which is not fully complete and signed by the applicant.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO:**

**Brawley Union High School District  
Human Resources Office  
480 North Imperial Avenue  
Brawley, CA 92227  
PHONE (760) 312-5819 FAX (760) 312-6067**

**The Brawley Union High School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, ethnic group identification, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. El Distrito Escolar de la Preparatoria de Brawley se compromete a la igualdad de oportunidad para todos los individuos en la educación. Los programas y actividades del Distrito no discriminan debido al género, sexo, raza, color, religión, linaje, nacionalidad, identificación de grupo étnico, discapacidad mental o física, orientación sexual, o sobre la percepción de una o más de tales características.**

**EQUAL OPPORTUNITY EMPLOYER**

