



Palo Verde Unified School District
Office of the Director of Human Resources, Title IX Officer
 295 North First Street, Blythe, CA 92225
 Telephone (760) 922-4164 x1247

CERTIFICATED EMPLOYMENT APPLICATION

PERSONAL INFORMATION:

Last Name _____ First Name _____ Middle Name _____ Other Name _____
 Mailing address _____ City _____ State _____ Zip _____ Phone _____
 Permanent Address _____ City _____ State _____ Zip _____ Phone _____
 Check if over 65 years _____ Health Condition _____ Length of Military Service _____
 Social Security # _____ Total years Teaching (Do not include student teaching) _____

POSITION(S) APPLYING FOR:

Elementary _____
 First Preference _____ Second _____ Third _____ Middle _____
 Other subjects you are qualified to teach; activities to direct; or positions to fill: _____ High _____

CREDENTIAL STATUS:

Type _____ State: _____ Authorization(s) _____ Expires _____
 Type _____ State: _____ Authorization(s) _____ Expires _____

EDUCATIONAL TESTING COMPLETED (i.e.; CBEST, RICA, CSET, PRAXIS etc.):

Type _____ Date of Test _____ Results _____
 Type _____ Date of Test _____ Results _____

LIST OF EXPERIENCE:

List all years of experience. Including type: Regular, Student, Teaching, or Substitute. Use separate sheet of paper if necessary.

Type	Dates To/From	Grade or Subject	School	District	Districts Complete Address (including zip and telephone number)

EDUCATION:

College or University Education (Name and location of each institution attended)	Graduate/Degree	Major	Minor

Number of SEMESTER UNITS beyond B.A. Degree _____ beyond M.A. Degree _____

Number of QUARTER UNITS beyond B.A. Degree _____ beyond M.A. Degree _____

PROFESSIONAL REFERENCES:

Include only those who have knowledge of your teaching experience; e.g., superintendents, principals, supervisors, and student teaching master teachers. (3 required)

Name	Position	Complete Address & Telephone

Please circle the correct response:

1) Do you have qualifications which especially equip you to work with culturally different and/or minority groups and multiethnic programs? Yes No

If yes, please explain _____

2a) Has your credential ever been suspended or revoked? Yes No

2b) Have you ever been dismissed or asked to resign from any teaching position? Yes No

If yes, please explain _____

3a) Have you ever been convicted of a felony? Yes No

3b) Have you ever been arrested for anything other than a minor traffic violation? Yes No

If yes, please explain _____

4) Are you able to perform the essential functions of the job with or without reasonable accommodations? Yes No

If no, what can be done to accommodate your limitations? _____

5) Do you speak, read or write any language other than English? Yes No What language(s) _____

APPLICATION PROCEDURE

All application materials for each applicant will be evaluated. Those who are considered to be the best qualified and whose qualifications best meet the needs of the district will be scheduled for a personal interview.

DISQUALIFICATIONS

While an applicant may wish to get information about the community and the school district, anyone who attempts to directly contact individual Board of Education members with the intent of influencing the decision of the Board, will be considered to have disqualified himself/herself for the position.

APPLICATION PROCEDURE

Certified Applicants

Well-qualified applicants are invited to apply. A cover letter should accompany the application. A complete application file consists of:

- A completed application form
- A personal, up-to-date resume
- A set of professional placement papers and/or three professional references
- A copy of the required credential(s)
- Any related test results including (CBEST; CSET; PRAXIS; NCLB, etc.)
- Copies of transcripts

ALL APPLICANTS

My signature acknowledges that I understand the documents for a complete application file and that these items must be mailed and received by the Palo Verde Unified School District Personnel Division prior to the closing date and time on the job opening posting. I recognize that failure to submit all required application materials/information will prohibit me from being considered for employment for the position for which I have applied.

I certify that the answers given by me to the foregoing questions are true and correct without consequential omissions of any kind. I agree that the school district shall not be liable in any respect if my employment is terminated because of omissions or false statements made by me on this application. I authorize the companies, school, or persons named as references to give information regarding my training or employment. I hereby release said companies, schools, or persons, from liability in issuing this information.

I attest, under penalty of perjury that the documents presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that the federal law provides for imprisonment and/or fine for any false statements or use of false documents in connections with this application.

Signature (required) _____ **Date** _____

The Palo Verde Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, family, or marital status, or association with a person or a group with one or more of these actual or perceived characteristics.

I certify that all statements made here on are true and correct to the best of my knowledge and investigation of all statements recorded. I realize from all liability Persons and organizations reporting information required by this form. Proof of citizenship or the right to legally work in the United States is required.

Signature _____ Date _____