



## **GUEST TEACHER APPLICATION**

Thank you for your interest in guest teaching within the Oak Park Unified School District.

### **PROCEDURE:**

Before we may call on you to guest teach at any of our school sites, you must submit the following documents to the District Office:

1. The completed application form with at least three references that we may contact.
2. An up-to-date résumé.
3. Letters of recommendation that reflect the last two years of your professional career. New teachers should provide copies of student teaching evaluations.
4. A photocopy of your valid California or Ventura County teaching credential or Emergency Permit, which indicates authorized grade(s) and field(s). Credential must show verification of registration with the Ventura County Superintendent of Schools Credentials Office. If you are unsure of your status, you may call them at (805) 383-1936.
5. A photocopy of verification showing you have passed the CBEST.
6. A photocopy of your driver's license and social security card.
7. Freedom from tuberculosis verification. TB tests are valid for 4 years.

Documents 1-7 above *must be received*. **INCOMPLETE APPLICATIONS WILL BE DISCARDED.** Your application will be reviewed in the Human Resources office. If all information is acceptable, you will be asked to complete employment and payroll forms, which would enable you to receive your salary if you are called to work. Your name will then be placed on the Board of Education agenda for approval. Once approved, your application will be given to the District Guest Teacher Coordinator and placed on the active guest teacher list.

The daily rate of pay is currently \$103.00. If you have further questions or comments, please contact Human Resources, Monday through Friday, between 8:00 a.m. and 5:00 p.m. at (818) 735-3226.

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**GUEST TEACHER EMPLOYMENT APPLICATION**  
 5801 E. CONIFER STREET, OAK PARK, CA 91377-1002 (818) 735-3200

**THIS APPLICATION FORM MUST BE COMPLETED AND RETURNED TO THE OAK PARK UNIFIED SCHOOL DISTRICT TO THE ATTENTION OF THE HUMAN RESOURCES DEPARTMENT**

**POSITION FOR WHICH YOU ARE APPLYING:**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>M.I.</b>
<b>ADDRESS</b>	<b>CITY</b>	<b>STATE ZIP</b>
<b>PHONE</b> (    )	<b>MESSAGE PHONE</b> (    )	<b>SOCIAL SECURITY #</b>

Are you authorized to work in the U.S?    Yes \_\_\_ No \_\_\_

Notice: Before hiring, documentation of authorization to work in the United States will be required. Documentation must include a picture identification card (such as a driver's license, valid passport or resident alien card). If the picture identification is a driver's license, at least one other identification document will be required, such as a birth certificate, certificate of naturalization, certificate of United States citizenship, or social security card). A foreign passport or resident alien card must include authorization of employment.

**Have you passed the CBEST? Yes \_\_\_ (attach copy) No \_\_\_**                      **NCLB Compliant? Yes \_\_\_ (attach copy) No \_\_\_**

<b>Educational and Professional Preparation</b>						
Name of Institution	Location	Dates (from-to)	Major	Minor	Semester Units	Degree/Date
<b>Undergraduate Work:</b>						
<b>Graduate Work:</b>						

<b>California Credentials (Please list those granted)</b>	<b>Credential Numbers</b>

**General Information**

Total years of teaching experience (**excluding** student teaching): \_\_\_\_\_

Are you now under contract? Yes \_\_\_ No \_\_\_ Date of expiration: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

Have you filed an application with us before Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_ Position: \_\_\_\_\_

Are any criminal charges or proceedings pending against you? (If yes, explain on separate sheet): Yes \_\_\_ No \_\_\_

Have you been convicted of any offense involving the physical or sexual molestation, physical or sexual abuse, or rape of a child? (If yes, explain on separate sheet). Yes \_\_\_ No \_\_\_

Have you ever been convicted of any felony or misdemeanor? Yes \_\_\_ No \_\_\_ (If yes, explain when, where and disposition of case/s).

NOTE: A conviction may not necessarily disqualify you from the job for which you have applied.

Has your credential ever been suspended or revoked? (If yes, explain on separate sheet): Yes \_\_\_ No \_\_\_

Have you ever been dismissed, or asked to resign, from any certificated position? (If yes, please explain on separate sheet). Yes \_\_\_ No \_\_\_

To avoid possible conflict of interests, list any local school board member/s or employee relative/s in ***The Oak Park Unified School District***, and indicate relationship: \_\_\_\_\_

\_\_\_\_\_

Do you have any physical or mental conditions which would adversely affect your ability to perform the duties of the position you seek? Yes \_\_\_ No \_\_\_ If yes, how can we accommodate you?

\_\_\_\_\_

**Employment History (Begin with most recent experience)**

<u>Job Title/Assignment</u>	<u>Employer Address</u>	<u>Dates (from-to)</u>	<u>Highest Salary Earned</u>

**Experience Appropriate to the Position Applied For (Begin with the most current dates and limit the listing to three of your selection.)**

1. Dates: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employing Agent:

Appropriate  
Experience:

2. Dates: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employing Agent:

Appropriate  
Experience:

3. Dates: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employing Agent:

Appropriate  
Experience:

**References Mark (\*) those that should NOT be contacted at this time.**

<b>Name</b>	<b>Position Title</b>	<b>Employing Agent</b>	<b>Telephone Number</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**5801 EAST CONIFER STREET, OAK PARK, CALIFORNIA 91377-1002**  
**(818) 735-3200**

California law requires that all employees of public schools be fingerprinted for the purpose of investigating criminal conviction records. Conviction of a crime does not automatically exclude applicants from employment with our District. The types, dates, and number of offense(s), current status, special circumstances, and other factors may be considered. Minor traffic offenses are not reportable.

I HAVE NEVER BEEN CONVICTED OF ANY VIOLATION OF THE LAW.

I HAVE BEEN CONVICTED OF THE FOLLOWING VIOLATION(S) OF THE LAW.

List each violation of the law for which you have been convicted including those during military service. Convictions include any offenses for which you forfeited bail, were fined and/or jailed, or placed on probation. *Do not include minor traffic violations, arrests that did not result in a charge, or charges that did not result in conviction.* **(Note: You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4.)**

DATE/CITY/STATE OF CONVICTION:	CHARGE (reason for conviction):	DISPOSITION (sentence, fine and/or probation)	REMARKS:

**(Continue on reverse, if additional space is needed.)**

I certify that I have listed all my convictions, except minor traffic offenses. I understand that failure to complete this form, omission of convictions, or misrepresentation of material facts may result in my disqualification or dismissal from employment with the Oak Park Unified School District.

**APPLICANT SIGNATURE:**

**DATE SIGNED:**

## Applicant Survey

**This form will be used to compile affirmative action statistics only. Completing it is optional, but it must be returned with your application whether it is completed or not.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied For:  
\_\_\_\_\_

**To comply with statistical information on applicant flow patterns, required by the Federal Equal Employment Opportunity Commission, we would appreciate your cooperation in providing the following information:**

This form is not a part of the selection process. It will be detached from your application and will be used for statistical reporting requirements only.

SEX: Male \_\_\_\_\_ Female \_\_\_\_\_

AGE: 39 or under \_\_\_\_\_ 40 or over \_\_\_\_\_

ETHNIC BACKGROUND: (Check only one)

\_\_\_\_\_ Black Includes all persons having origin in any of the Black racial groups (Not of Hispanic Origin).

\_\_\_\_\_ Hispanic Includes all persons having Mexican, Puerto Rican, Cuban, Central or South American, or from any other Spanish culture or origin.

\_\_\_\_\_ Asian or Pacific Islander Includes all persons having ancestral origins in the Far East, Southeast Asia, the Indian sub-continent or the Pacific islands (Example: China, Japan, Korea, the Philippine Islands and Samoa).

\_\_\_\_\_ American Indian or Alaskan Native Includes all persons having origins in any of the native peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

\_\_\_\_\_ Filipino Includes persons having origins in any of the native people of the Philippine Islands.

\_\_\_\_\_ White Includes persons having ancestral origins in Europe, North Africa, and the Middle East.

\_\_\_\_\_ Other \_\_\_\_\_

**Do you consider yourself handicapped or disabled – substantially limited on one or more major life activities and have a record of a vision, mobility/orthopedic hearing, speech, neurological, biochemical, or developmental impairment? Check one:**

No: \_\_\_\_\_ Yes/Identify: \_\_\_\_\_

Please describe any special accommodations you may require: \_\_\_\_\_

How did you learn about this vacancy? \_\_\_\_\_