



## **CERTIFICATED PERSONNEL APPLICATION**

Thank you for your recent inquiry regarding certificated openings in the Oak Park Unified School District.

In order to qualify for screening by the site administrators, you must submit a complete application packet that includes the following:

- Completed application and signed form
- Letter of introduction
- Current resume
- Photocopy of all transcripts
- Photocopy of your valid credential
- Photocopy of your CBEST result card (if required)
- 2-3 Letters of recommendation that reflect the last three years of your career and / or student teaching evaluations
- [WRITING PROMPT](#): Must be completed by each applicant as an indication of writing skills and educational knowledge.

*As an educator in Oak Park, you will serve a diverse group of learners in your role each day. Please describe how your own teaching philosophies, practices, and strategies ensure equity for all students, particularly those who are underrepresented.*

Only **complete application packets** will be chosen for interviews and not all applicants are invited to interview. Screening of applications may take place at anytime throughout the year, with peak hiring periods taking place between May and September.

If you have any questions, please contact Sue Meskis at [smeskis@opUSD.org](mailto:smeskis@opUSD.org)  
Again, thank you for your interest in Oak Park Unified School District.

[www.oakparkUSD.org](http://www.oakparkUSD.org)

**OAK PARK UNIFIED SCHOOL DISTRICT**  
CERTIFICATED EMPLOYMENT APPLICATION  
5801 CONIFER STREET, OAK PARK, CA 91377 (818) 735-3226

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

**POSITION/GRADE LEVEL 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>HOME PHONE</b> (      )	<b>MESSAGE/CELL PHONE</b> (      )	<b>Email address (print legibility)</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 \_\_\_\_**

**Educational and Professional Preparation**

Name of Institution	Location	Major	Minor	Units	Degree/Date
<b>Undergraduate Work:</b>					
_____	_____	_____	_____	_____	_____
<b>Graduate Work:</b>					
_____	_____	_____	_____	_____	_____

California Credentials (Please list those granted)	Expires

**General Information**

Total years of teaching experience (excluding student teaching): CA credential \_\_\_\_\_ Out of State \_\_\_\_\_

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? \_\_\_\_\_

\_\_\_\_\_

Work experience other than teaching			
<u>Job Title/Assignment</u>	<u>Employer Address</u>	<u>Dates (from-to)</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 <b>NOT</b> be contacted at <u>this</u> time.			
Name	Position Title	Employing Agent	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**5801 CONIFER STREET, OAK PARK, CALIFORNIA 91377-1002**  
**(818) 735-3226**

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 (i.e., sentence/fine/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:**

## **CERTIFICATION OF APPLICANT AND AUTHORIZATION TO RELEASE INFORMATION**

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, AND AUTHORIZE INVESTIGATION OF ALL STATEMENTS HERIN RECORDED. I UNDERSTAND THAT ANY FALSE STATEMENTS OR OMISSIONS OF MATERIAL FACTS MAY SUBJECT ME TO DISQUALIFICATION OR DISMISSAL IF EMPLOYED.

AS AN APPLICANT FOR A POSITION WITH THE OAK PARK UNIFIED SCHOOL DISTRICT, I AM REQUIRED TO FURNISH INFORMATION AND REFERENCES FOR USE IN DETERMINING MY QUALIFICATIONS. I UNDERSTAND THAT THE DISTRICT MAY CONDUCT AN INVESTIGATION OF MY WORK AND/OR PERSONAL HISTORY AND THAT IT MAY VERIFY ALL DATA GIVEN IN MY APPLICATION FOR EMPLOYMENT, RELATED PAPERS, AND/OR ORAL INTERVIEWS. I FURTHER UNDERSTAND THAT ANY AND ALL OF THE REFERENCES WHICH I HAVE PROVIDED TO THE DISTRICT, EITHER IN WRITING OR OTHERWISE, MAY BE CONTACTED. BY SIGNING THIS RELEASE FORM, I HEREBY AUTHORIZE SUCH INVESTIGATION.

I HEREBY RELEASE THE DISTRICT, PREVIOUS EMPLOYERS AND/OR OTHER REFERENCES FROM ANY LIABILITY OR DAMAGE WHICH MAY RESULT FROM FURNISHING THE INFORMATION REQUESTED. FURTHERMORE, I WAIVE MY RIGHT OF ACCESS TO ANY INFORMATION SO OBTAINED.

A PHOTOCOPY OF THIS RELEASE FORM WILL BE VALID AS AN ORIGINAL THEREOF, EVEN THOUGH THE SAID PHOTOCOPY DOES NOT CONTAIN MY ORIGINAL SIGNATURE.

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Signature of Applicant

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Date

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Your application will be placed in an active recruitment file for consideration when vacancies arise. You will be notified if you are selected for a personal interview.

Your application will remain on file for the calendar year in which it is submitted. You are encouraged to re-submit an update application for each calendar year. If you are not selected during the calendar year in which you apply, please feel free to re-apply if you are still interested in employment with the Oak Park Unified School District.

### **NOTICE TO APPLICANTS WITH DISABILITIES**

Special arrangements in the application and testing process can be made for applicants with disabilities. Please contact the Human Resources Office for any accommodations that are necessary.

**OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

[www.oakparkusd.org](http://www.oakparkusd.org)

## 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? \_\_\_\_\_