

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. Letter of Introduction along with completed application
- 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 teaching credential or 30 day Emergency Permit, which indicates authorized grade(s) and field(s).
- 5. A photocopy of verification showing you have passed the CBEST.
- 6. Freedom from tuberculosis verification. TB tests are valid for 4 years.
- 7. A photocopy of your transcripts.

Documents 1-7 above <u>must be received</u>. <u>INCOMPLETE APPLICATIONS WILL BE DISCARDED</u>. Your application will be reviewed in the Human Resources office. If all information is acceptable, you will be asked to attend an orientation.

The daily rate of pay is currently \$120.00. If you have further questions or comments, please contact Human Resources, Monday through Friday, between 8:00 a.m. and 4:30 p.m. at (818) 735-3226.

www.oakparkusd.org

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

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Employment History (Begin with most recent expe	rience)	
Job Title/Assignment	Employer Address	Dates (from-to)
Experience Appropriate to the Position Applied For	(Begin with the most current dates and	d limit the listing to three of your selection.)
1. Dates:	Positi	ion Title:
Employing Agent:		
Employing Agent.		
Appropriate		
Experience:		
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Employing Agent:		
Appropriate		
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P. Luita Augusta		
Employing Agent:		
Appropriate		
Experience:		
References Mark (*) those that should <u>NOT</u> be con		
Name Posit	tion Title Empl	oying Agent Telephone Number

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

California law requires that all emp criminal conviction records. Convicti with our District. The types, dates, factors may be considered. Minor tra	on of a crime does not a and number of offense(s)	utomatically exclude applica , current status, special circ	nts from employment
I HAVE NEVER BEEN CONVICT	ED OF ANY VIOLATION OF	THE LAW.	
I HAVE BEEN CONVICTED OF		•	service. Convictions
include any offenses for which you minor traffic violations, arrests that You must disclose your convict 1203.4.)	forfeited ball, were fined and did not result in a charge, o	d/or jailed, or placed on proba or charges that did not result in	tion. <i>Do not include</i> a conviction. (Note:
DATE/CITY/STATE OF CONVICTION:	CHARGE (reason for conviction):	DISPOSITION (sentence, fine and/or probation)	REMARKS:
(Continue on reverse, if addition	nal space is needed.)		
I certify that I have listed all my conthis form, omission of convictions, dismissal from employment with the	or misrepresentation of n	naterial facts may result in	nat failure to complete my disqualification or
APPLICANT SIGNATURE:		DATE SIG	GNED:

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 APPLICIATION 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. FUTHERMORE, 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 ORGINIAL SIGNATURE.

Signature of Applicant	•	Date	

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 resubmit 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