

SUBSTITUTE TEACHER APPLICATION

GROSSMONT UNION HIGH SCHOOL DISTRICT

P. O. Box 1043, La Mesa, CA 91944-1043
(619) 644-8034 TDD/TTY (619) 644-8132



Human Resources-Substitute Teacher Application

Please submit the following to complete your application:

1. Completed **Application, Applicant Supplement, Voluntary Applicant Survey Form (optional), Notice: California Basic Educational Skills Test (CBEST), Authorization to Release Information.**
2. **Copy of credential(s) or verification of eligibility for Credential(s).** If you are currently enrolled in a teacher training program and completing requirements for certification, please specify the date of expected completion on the application.
3. **You will need to provide two copies of your driver's license and social security card at the time your application is submitted.**
4. **T.B. test must have been done within the past 60 days, unless you currently work for another school district.**
5. Fingerprints must be accessible to the District office. If you have fingerprints on file with any other entity besides Clearinghouse, we will not be able to access them and you must have them taken again. Fingerprinting appointments can be made by calling the Fingerprint office at 619-644-8000.

Teaching, counseling and administrative vacancies are listed on our 24-hour Job Line at **(619) 644-8298**. You may also visit our website at <http://www.guhsd.net> and view current opportunities by clicking on ***Employment Opportunities***.

Verification that the applicant has met the requirements of California certification may be a letter from a commission-approved teacher training college or university, or written verification from the Commission on Teacher Credentialing. Information regarding California teaching credentials may be obtained by writing or calling:

Credential Section
San Diego County Office of Education
6401 Linda Vista Road, Room 404
San Diego, CA 92111
(858) 292-3581
Website: <http://www.sdcoe.k12.ca.us>

California Commission on Teacher Credentialing
State of California
P.O. Box 944270
Sacramento, CA 94244-2700
(916) 445-7254
Website: <http://www.ctc.ca.gov>

MILITARY EXPERIENCE

Branch of Service: _____ Grade or Rank: _____

WORK EXPERIENCE -- Other than Teaching or Military, Including Relevant Volunteer or Nonpaid Experience

(List in chronological order, with most recent experience first.)

From / To	Employer	City/State	Type of Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Relevant Volunteer or Nonpaid Experience:

Have you ever been convicted of a crime? _____ If yes, describe in full (attach statement if necessary).

Person to be notified in case of accident or emergency:

Name *Complete Address* *Phone No.*

Additional Comments. Please feel free to document special awards, personal involvement or other endeavors considered by you as significant when you are being considered as a candidate.

I hereby certify that the statements above are true and complete to the best of my knowledge.

Signature

Date

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Notice

California Basic Educational Skills Test

(CBEST)

The California Legislature passed a law in 1982 which requires all newly employed teachers to have passed the CBEST. This law went into effect on February 1, 1983.

The *Grossmont Union High School District* will not employ a certificated person on a permanent, temporary or substitute basis unless that person has passed the basic skills proficiency test, the CBEST.

Exceptions:

The District may hire a person who has not taken and passed the CBEST in the following circumstances:

1. A person who qualifies for the one year nonrenewable emergency credential as determined by the Commission on Teacher Credentialing.
2. A person who has been employed in a California public school within the last 39 months in a substitute, temporary, or a regular position.
3. A person with a current valid California teaching credential may have up to one year to successfully complete the CBEST.
4. An adult school applicant for an apprenticeship program.
5. An adult school applicant with a Designated Subject credential to teach in a nonacademic subject.

Applicant's Statement *(Required To Complete Employment Application)*

Name: _____

- I am not required to pass the CBEST because I have been employed by a California school within the last 39 months.
- I have taken and passed the CBEST and a copy of my verification of a passing score is attached.
- I will take the CBEST on _____ and send a copy of my verification of a passing score to the Human Resources Office.

Signature of Applicant: _____ Date: _____

For information regarding the CBEST, please contact the National Evaluation Systems, Inc. at:
CBEST Program
P.O. Box 340880
Sacramento, CA 95834-0880
(916) 928-4001

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Authorization to Release Information

It is the policy of the Grossmont Union High School District to conduct reference checks for all candidates for employment.

Your signature below indicates your agreement with, and acknowledgment of, the following:

1. As an applicant for an employment position with the Grossmont Union High School District, I authorize my current and past employers and work associates, including but not limited to, supervisors, colleagues, and subordinates, to release to the Grossmont Union High School District any reference information in my personnel records or file (e.g. applications for employment, time and sick leave records, vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skill, general physical ability, and reputation among coworkers).
2. I expressly and without reservation waive my right to review the information collected in the reference checks.
3. The Grossmont Union High School District will maintain reference information in strictest confidence and solely for the purposes of the recruitment for which I have applied, and information obtained during reference checks will not be provided to anyone outside the selection process.
4. A photocopy of this signed Authorization is to be considered valid as an original.
5. **In executing this authorization, I fully and completely release all present and past employers and their employees, the Grossmont Union High School District and its employees, and all other persons and entities from liability for any damage, including to the full extent allowed by law, liability under California Civil Code Sections 45 and 46 and California Labor Code Section 1054, or any similar laws or other states or political entities, which may result from furnishing information which I am permitting to be released by way of this authorization.**
6. **I have carefully read and understand all of the provisions of this authorization, and have voluntarily and without coercion or duress agreed to and signed this authorization.**

Candidate's Full Name (Printed)

Other Last Names You Have Used (if any)

Candidate's Signature

Date

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High School District

COMMITTED TO EXCELLENCE
S I N C E 1 9 2 0

Voluntary Applicant Survey Form

Section 1233 of the California Government Code permits school districts to solicit from applicants and employees a voluntary declaration of their sex and racial/ethnic group membership. Information provided will assist the District in accurately compiling required statistical reports for federal and state agencies. A separate confidential file will be established for these forms, and none of the information will be used to discriminate against, or give preference, to any individual in any personnel transaction.

Please complete each item below:

Date: _____ Name: _____

Position Applying For: _____

Social Security Number: _____

<input type="checkbox"/> Female	<input type="checkbox"/> Asian	<input type="checkbox"/> Native American Indian Or Alaskan Native
<input type="checkbox"/> Male	<input type="checkbox"/> Black, African American	<input type="checkbox"/> Pacific Islander, Samoan
<input type="checkbox"/> Physically/Mentally Handicapped	<input type="checkbox"/> Filipino	<input type="checkbox"/> Caucasian (not of Hispanic origin)
<input type="checkbox"/> Other:	<input type="checkbox"/> Latino (Mexican or Spanish Descent, Puerto Rican, Central or South American, Cuban)	

HOW DID YOU LEARN OF THIS JOB?	
<input type="checkbox"/> Grossmont Human Resources Office	<input type="checkbox"/> Newspaper Ad
<input type="checkbox"/> Grossmont 24-Hour Job Hot Line	<input type="checkbox"/> Employee Referral
<input type="checkbox"/> Community Organization	<input type="checkbox"/> Cable TV
<input type="checkbox"/> College or University Placement Center	<input type="checkbox"/> Other _____
	(Please Specify)

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Out of State Applicant Information

All applicants must be eligible for California teacher certification and fingerprint clearance is mandatory. Applicants who have completed an out-of-state teacher training program are eligible for a one-year California teaching credential.

Applicants who are hired in the District and have the one-year credential will be required to complete the following to renew the credential.

1. Successfully complete the California Basic Educational Skills Test (CBEST).
2. Successfully meet the subject matter requirement or meet the required score on the PRAXIS/SSAT/CSET Examinations for the particular subject area.
3. Enroll in an approved teacher training college or university and begin completing necessary course work for the California professional clear teaching credential. The required course work includes:
 - A. Health Education for secondary teachers
 - B. Computer course for secondary teachers
 - C. Special Education course for teachers - Mainstreaming
 - D. The teaching of reading - secondary level
 - E. Have completed or complete a course in political science or U.S. History to verify meeting U.S. Constitution requirement
4. Recommendation of a Commission approved college or university unless training and fifth year of college education completed outside of California.

The college or university has discretion of waiving these requirements if applicant has completed similar course(s) at another college or university.

Nondiscrimination Policy

The Grossmont Union High School District Nondiscrimination Philosophy and Title IX, Prohibiting Sex Discrimination in Education, are being published and distributed in accordance with the adoption of the Title IX Amendment on July 21, 1975, of the Civil Rights Act of 1964.

Nondiscrimination Philosophy and Policy Statement

The Grossmont Union High School District is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of the Grossmont Union High School District that harassment is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions, will be on the basis of qualifications of the individual for the positions being filled regardless of Sex, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability (including HIV and AIDS), Mental Disability, Medical Disability, Medical Condition (Cancer), Age (Over 40), Marital Status, Sexual Orientation, and Denial of Family Care Leave.

To achieve the goals of our Nondiscrimination Program, it is necessary that each member of this District understand the importance of the program and his or her individual responsibility to contribute toward its maximum fulfillment. Each employee of the District making decisions affecting employment shall fully comply with the District's nondiscrimination policy.

Grossmont Union High School District will update and reaffirm this EEO Policy Statement annually.

Title IX Amendment

No person in the United States shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any education program or activity, receiving federal financial assistance.

Legal Reference: Title IX Education Amendments of 1972, Civil Rights Act of 1964.