

MILLBRAE SCHOOL DISTRICT

555 Richmond Drive
Millbrae, CA 94030
(650) 697-5693

CERTIFICATED EMPLOYMENT APPLICATION

Name (as it appears on credential)		Social Security Number	
Present address		Phone # (include area code)	
City	State	ZIP	
Permanent address		E-mail Address	
City	State	ZIP	

Preferred position: Regular Substitute Both

Grades: K-3 4-5 6-8 Other
What? _____

Bilingual: No Yes
Which language? _____

What co-curricular activities can you lead? _____

CERTIFICATION

1. California credentials held: (i.e. Std, Gen., Ryan Mult, or Single Subj, Specialist—Authorization, Major/Minor)

(Credential)	_____	(Expiration)	_____
	_____		_____
	_____		_____

2. If you do NOT hold a California teacher's credential, list name of credential you are working toward: _____ Date of anticipated completion: _____

3. Has application been sent to California State Department of Education: Yes No
If 'yes', type: _____ Date of application: _____

4. Do you hold a temporary County credential? Yes No

5. California Basic Education Skills Test (CBEST) passed: No Yes When? _____

ACADEMIC PREPARATION
(Quarter unit = 2/3 semester unit)

1. Undergraduate Major Subject area and total semester units: _____
Subject _____ Units _____
2. Undergraduate Minor Subject area and total semester units: _____

3. Graduate Major and total semester units: _____

4. Degree: _____ Institution: _____
5. Degree: _____ Institution: _____

TEACHING EXPERIENCE

(Last position first; include teaching positions over the last 5 years only; indicate Type—i.e. regular/sub/student)

TYPE	DATE		SCHOOL	GRADE/ SUBJECT	DISTRICT NAME	DISTRICT ADDRESS
	FROM	TO				

WORK EXPERIENCE

(other than teaching)

List types of work:

REFERENCES

(3 persons who have professional knowledge of your training & experience)

NAME	OFFICIAL POSITION	PRESENT ADDRESS	TELEPHONE NO.

PLACEMENT PAPERS

On file with the following office: _____

Address: _____ City: _____ State: _____ ZIP: _____

Under the name of: _____ File No: _____

COMPOSITION

Complete the following exercise in your own handwriting. Use back of application or attach additional sheets if necessary.

Briefly describe significant experiences while working with young people:

Please add any other information/comments which you feel will assist us in evaluating your application:

Has your credential ever been suspended or revoked? Yes No

Have you ever left a regular certified position at any time other than the end of the school year? Yes No

Have you ever been dismissed or asked to resign from any certificated position? Yes No

Have you ever been convicted or pleaded *nolo contendere* for any violation other than minor traffic offenses? Yes No

Have you ever worked in San Mateo County schools? Yes No

Have you ever been a member of the California Teachers Retirement System? Yes No

If 'yes' to above, what school district? _____ What county? _____

Who was the Superintendent under whom you last worked? _____

Address: _____

How many months of active military duty have you served? _____

The Millbrae School District is an affirmative action/equal opportunity employer. The District does not discriminate in educational programs and activities or in the employment of personnel on the basis of sex, race, national origin, color, religion, age, or physical handicap.

I hereby certify that all statements made herein are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I realize that false information can result in termination. I release from all liability persons and organizations reporting information required by this application.

Signature of applicant

Date

APPLICATION PROCEDURE

- Forward the completed application packet to: **Millbrae School District
Personnel Department
555 Richmond Drive
Millbrae, CA 94030**
- Your application and papers will be kept in the active file for one year.
- A valid California credential is required; grades K-5 require Multiple Subject credential; grades 6-8 require Multiple Subject or Single Subject credential pertaining to opening available.
- For your application to be considered, you must submit a complete packet consisting of a letter of intent (cover letter), our completed application, along with the handwritten responses, a resume, and three letters of recommendation. An incomplete packet will not be considered.
- As openings occur, the District will conduct paper screening process and notify candidates. Next a personal interview before the District committee will be conducted and successful candidates will be placed on an eligibility list for the school year. As openings occur, selected candidates from the eligibility list will be invited for a school site interview where they will teach a lesson.
- Inquiries regarding applications and openings may be directed to the Personnel Office at (650) 697-5899. The Millbrae School District job line is (650) 697-7986.

FOR DISTRICT USE ONLY			
PAPER SCREENING	INTERVIEW	DATE	SIGNATURE
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
DISTRICT LEVEL	INTERVIEW	DATE	SIGNATURE
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
INTERVIEWED FOR OPENING	DATE		
_____	_____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
_____	_____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
_____	_____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
_____	_____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
_____	_____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended