

Connecting Waters Charter Schools Certificated Employment Application



Connecting Waters Charter Schools



Position Desired:

Application Requirements

(Applications without the following documents will be considered incomplete and will Not be considered by the review committee.)

- Application and Resume
- Formal Letter of Interest
- Copy of Valid California Board of
- Occupational Therapy License
- Three Letters of Reference
- Copy of Transcripts

Personal Information

Name:

Address:

City:

State:

Zip:

Home #

Cell #

Work #

Fax #

Email:

Other #

Have you ever worked for a charter School

- Yes
- No

Have you ever work for a school district

- Yes
- No

If **Yes**, when, where and in what capacity

Reason for Leaving?

Record of Teaching and/or Professional Experience

If Yes, Give Name of district/county office and date of contract expiration

List all paid experience in chronological order, most recent first. Please account for all gaps in employment.

(1) Employer:

Address:

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Inclusive Dates: From: To:

Name and Title of Immediate Supervisor:

(2) Employer:

Address:

Inclusive Dates: From: To:

Name and Title of Immediate Supervisor:

(3) Employer:

Address:

Inclusive Dates: From: To:

Name and Title of Immediate Supervisor:

Employment References
(1) Position Held: Employer: City/State:

Name and Title of Immediate Supervisor:

Work Phone Number: Other Phone Number: Dates: From/To

(2) Position Held: Employer: City/State:

Name and Title of Immediate Supervisor:

Work Phone Number: Other Phone Number: Dates: From/To

(3) Position Held Employer: City/State:

Name and Title of Immediate Supervisor:

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Work Phone Number: _____ Other Phone Number: _____ Dates: From/To _____

(4) Position Held _____ Employer: _____ City/State: _____

Name and Title of Immediate Supervisor: _____

Work Phone Number: _____ Other Phone Number: _____ Dates: From/To _____

Record Of Educational And Professional Preparation

List Highest Attainment First

(1) Name of College Or University: _____

Address: _____

Field of Study: _____ Major: _____ Minor: _____

Dates Attended: From: _____ To: _____ Degree Awarded: _____

(2) Name of College or University: _____

Field Of Study: _____ Major: _____ Minor: _____

Dates Attended: From: _____ To: _____ Degree Awarded: _____

(3) Name of College or University: _____

Field of Study: _____ Major: _____ Minor: _____

Dates Attended: From: _____ To: _____ Degree Awarded: _____

(4) Name of College Or University: _____

Field of Study: _____ Major: _____ Minor: _____

Dates Attended: From: _____ To: _____ Degree Awarded: _____

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List languages that you are familiar with other than English

(If this position does not require bilingual skills, this question is optional)

(1)	(2)
<input type="checkbox"/> Read	<input type="checkbox"/> Read
<input type="checkbox"/> Speak	<input type="checkbox"/> Speak
<input type="checkbox"/> Write	<input type="checkbox"/> Write
<input type="checkbox"/> Fluent	<input type="checkbox"/> Fluent
<input type="checkbox"/> Some	<input type="checkbox"/> Some

License Information

Do you hold a Valid California Occupational Therapy License?

- Yes No

License Number #

University where you completed your certification: _____ Date Certified: _____

(Please submit a copy of your California Board of Occupational Therapy license paperwork with this application)

How many years have you been working as an Occupational Therapist? _____

Do you have experience working as an Occupational Therapist with school aged children?

- Yes No

If yes, please list types of facilities in which you have worked ((ie. Schools, hospitals, private clinics, etc.)

Are you familiar with Individual Education Plans (IEP)?

- Yes No

Have you ever taught or been an administrator in California?

- Yes No

Have you ever had a license suspended or revoked, or received any other type of disciplinary action from any teaching or licensing agency of any type, from any state or country?

- Yes No

If **Yes**, please indicate action:

- Revocation
 Suspension
 Other
-

Explain when, where, why action was taken, and current status (**Explanation Required**)

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Application Guidelines

Thank you for your interest in employment with Connecting Waters Charter School. Please keep in mind the following important suggestions as you prepare your application.

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "See Resume" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name and the position for which you are applying.
- (3) Each position requires a separate application
- (4) It is your responsibility to submit a complete application. The Personnel Department Cannot Duplicate materials in order to complete your application.
- (5) Application Materials submitted cannot be returned and become the property of Innovative Education Management. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.

Required Applicant Statement

(1) Have you ever been convicted of a felony or a misdemeanor?

- Yes No

List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6 (c) and 1192.7 (c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. If **Yes**, a letter of explanation **must** accompany your application.

(2) Can you, before employment, submit verification of your legal right to work in the United States?

- Yes No

(3) Do you object to the contacting of references other than those provided?

- Yes No

(4) I have read the job description and can perform the essential functions of the position with or without reasonable accommodation.

- Yes No

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and

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authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Charter School reserves the right to disregard any application which is not fully complete and signed by the applicant.

Signature of applicant:

Date:

Please Mail Or Deliver Your Completed Application Materials To:

**Connecting Waters Charter School
12420 Bentley Street
Waterford, CA 95386**

www.connectingwaters.org

Equal Opportunity Employer

**Personnel Services
Authorization to Release Information**

It is the policy of Connecting Waters Charter School to conduct reference checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment.

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

As an applicant for an employment position with Connecting Waters Charter School, I authorize my current and past employers and current and past work associates, including, but not limited to, supervisors, colleagues, and subordinates, to release to the charter school any reference and employment information in my personnel records or file (e.g. applications for employment, time/vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work and my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, if relevant to the job, and reputation among co-workers.)

I expressly and without reservation waive my right to review the information collected in the reference checks.

The charter school will maintain reference information in strictest confidence and solely for the purposes of the recruitment of the position which I have applied. Information obtained during reference checks will not be provided to anyone outside the selection process.

A photocopy or a fax of this signed Authorization is to be considered valid as an original.

In executing this authorization I fully waive all claims and completely release all present and past employers and their employees, and former employees, the charter school and its employees, and all other persons and entities for liability for any damage, to the full extent allowed by law, including liability under California Civil code sections 45 and 46 and California Labor code sections 1050-1054, or any similar laws of other states or political entities, which may result from furnishing information which I am consenting and permitting to be released by way of this authorization.

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 in compliance with civil code section 1668 as interpreted by the fraud or willful injury or violation of the law to the extent required by applicable law.

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Applicant's Full Name (Print)

Other Last Names You Have Used (if any)

Applicant's Signature

Date

CWCS Education Specialist Pre-Interview Questionnaire

(All Education Specialist applicants must complete and return this questionnaire with the employment application)

Applicant Name:

Date:

Counties you wish to work in:

State:

Computer Knowledge:

I consider myself a computer:

- Expert
- Average
- Usernovice
- Illiterate

I own and operate the following:

- PC
- Mac
- Printer
- ISP connection

I use the following programs:

- Word
- Excel
- Database
- Email
- Internet
- Chat

What do you believe to be the parent's role in education?

Briefly list what you believe to be your 4 greatest strengths as an Occupational Therapist:

Do you have a system of organization that you use to accomplish tasks?

Please explain how you organize your time to meet deadlines:

Briefly list the 4 things you desire most in a work environment and hope to find with Connecting Waters:

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I am looking for (select all that apply)

- undecided
- Part-time
- full-time position
- a long-term career
- Opportunity for advancement