

Employment Application-Certificated

Connecting Waters Charter Schools



Position Desired:

Application Requirements

- Application Form and Resume
- Formal Letter of interest
- 3 Letters of Reference
- Copy of Valid Multiple or Single Subject Teaching Credential
- Copy of Transcripts

Personal Information

Name:

Address:

City:

State:

Zip:

Home #:

Cell #:

Work #:

Fax Number:

Other:

Email:

Have you ever worked for a charter school before?

Yes

No

Have you ever worked for a school district before?

Yes

No

If yes, when, where and in what capacity?

Reason for leaving?

Are you related to any employee of this organization?

Yes

No

If yes, list name and relationship to you:

Record of Teaching and/or Professional Experience

Are you currently under contract with any other district/county office?

Yes

No

If **yes**, give name of district/county office and date of contract expiration:

Employment Application-Certificated

Have you been dismissed or asked to resign from any position?

Yes

No

If **yes**, provide letter of explanation.

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

1) Employer:

Address:

Please check type of school:

Public

Private

Vocational

Community School

Other

Number of years employed as a **fully-credentialed** teacher:

Full-time

Part-time

Number of years employed as:

Substitute:

Intern:

Emergency Permit Teacher:

Inclusive Dates: From _____ To _____

Name and Title of Immediate Supervisor:

Ok to contact?

Yes

No

Work Phone Number: _____

Other Phone Number: _____

Reason for leaving position:

2) Employer:

Address:

Employment Application-Certificated

Please check type of school:

Public

Private

Vocational

Community School

Other

Number of years employed as a **fully-credentialed** teacher:

Full-time

Part-time

Number of years employed as:

Substitute:

Intern:

Emergency Permit Teacher:

Inclusive Dates:From

To

Name and Title of Immediate Supervisor:

Ok to contact?

Yes

No

Work Phone Number:

Other Phone Number:

Reason for leaving position:

3) Employer:

Address:

Please check type of school:

Public

Private

Vocational

Community School

Other

Number of years employed as a **fully-credentialed** teacher:

Full-time

Part-time

Number of years employed as:

Substitute:

Intern:

Emergency Permit Teacher:

Employment Application-Certificated

Inclusive Dates: From _____ To _____

Name and Title of Immediate Supervisor: _____

Ok to contact?

Yes

No

Work Phone Number: _____ Other Phone Number: _____

Reason for leaving position: _____

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: _____

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 _____

List highest attainment first

Employment Application-Certificated

1) Name of College or University

Address:

Field of Study: Major

Minor

Dates Attended:From

To

Degree Awarded

2) Name of College or University

Address:

Field of Study: Major

Minor

Dates Attended:From

To

Degree Awarded

3) Name of College or University

Address:

Field of Study: Major

Minor

Dates Attended:From

To

Degree Awarded

4) Name of College or University

Address

Field of Study: Major

Minor

Dates Attended:From

To

Degree Awarded

List languages that you are familiar with other than English

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

(1)

(2)

- Read
- Speak
- Write
- Fluent
- Some

- Read
- Speak
- Write
- Fluent
- Some

Employment Application-Certificated

Credential Information

Do you hold a valid California Teaching Credential

- Yes
- No

Are you NCLB/ESEA Certified?

- Yes
- No

School District that completed your NCLB/ESEA Certification: _____

Date Certified: _____

(Please Submit a copy of your NCLB/ESEA Certification paperwork with this application)

List all types of valid K-12 credentials you currently hold.

(1) Type/Authorization: _____

NCLB/ESEA Certified? _____

Expiration Date: _____

State: _____

(2) Type/Authorization: _____

NCLB/ESEA Certified? _____

Expiration Date: _____

State: _____

(3) Type/Authorization: _____

NCLB/ESEA Certified? _____

Expiration Date: _____

State: _____

(4) Type/Authorization: _____

NCLB/ESEA Certified? _____

Expiration Date: _____

State: _____

Additional Certificates Held:

- BBC
 - BCLAD
 - CLAD
 - LDS
 - Other
- _____

If you do not currently hold a valid teaching credential, through which college or university have you applied:

Date Applied: _____

Employment Application-Certificated

Have you ever taught or been an administrator in California?

Yes

No

Have you ever had a credential 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)**

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 represent you, it is 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 notifications by mail.

Required Applicant Statement

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

Employment Application-Certificated

(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.

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

Employment Application-Certificated

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.

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

List experience in or knowledge of alternative education programs:

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

Employment Application-Certificated

I have knowledge and/or experience with the following educational philosophies: (Check all that apply)

- | | | |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Classical | <input type="checkbox"/> Montessori | <input type="checkbox"/> Traditional |
| <input type="checkbox"/> Unschooling | <input type="checkbox"/> Waldorf | <input type="checkbox"/> Other |
| <input type="checkbox"/> Unit Study | <input type="checkbox"/> Delayed Academics | |

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

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:

Do you see your role as an educator as a (choose the best choice):

- director of the student's education
- education facilitator
- educational consultant

Please explain your above choice:

I am looking for (select all that apply):

- Undecided
- Part-time work
- Full-time position
- A long-term career
- Opportunity for advancement

Service Area Zip Codes

We need to know the areas you are willing to serve in order to assign students. All student assignments are done according to zip code. This information must be received before any students will be assigned to you. Please **do not** enter the name of the city, list only by zip code. Many cities have multiple zip codes; list only those areas you wish to serve. A listing of zip codes can be found online, in your local phone book, or at your local post office.

Employment Application-Certificated

List Zip Codes below:
