



Orange County Educational Arts Academy  
 825 N. Broadway St. Santa Ana, 92701  
 714-558-ARTS (2787) WWW.OCEAA.ORG  
**CERTIFICATED EMPLOYMENT APPLICATION**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Last Maiden First MI Voluntary

Permanent Address: \_\_\_\_\_  
Number Street

\_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
City State Zip

Email Address \_\_\_\_\_ Message: ( ) \_\_\_\_\_

**Position you are applying for (check all that apply):**  Elementary  Middle School  Dual  English  Substitute

Are you bilingual and/or biliterate?  Yes, both  Yes, bilingual  Yes, biliterate  No

If yes, what language(s): \_\_\_\_\_

Do you consider yourself:  Survival  Conversational  Fluent

**EDUCATION AND TRAINING (Please complete all appropriate fields)**

Have you passed the CBEST?  Yes  No  Not required      Have you met subject matter (CSET)?  Yes  No

Have you passed the RICA (Elementary & Special Education Only)?  Yes  No  Not required

**I'm available for employment starting on the following date:** \_\_\_\_\_

**CERTIFICATION**

List below the credential(s) you presently hold of will hold:

Hold Now	Will Apply	Credential	Subject Area	Supplemental Authorization	Expires	Out of State (Indicate State)	Emergency

**Do you have a:**

1. Bilingual-Cross Cultural Language & Academic Development (BCLAD) Certificate?  Yes  No

2. Cross Language Cultural & Academic Development (CLAD) Certificate?  Yes  No

3. Certificate not listed above?  Yes  No      If yes, explain: \_\_\_\_\_

Has any credential ever been suspended or revoked?  Yes  No

If yes, please explain: \_\_\_\_\_

**UNDERGRADUATE EDUCATION PREPARATION**

DATES OF ATTENDANCE			COLLEGE/UNIVERSITY	COURSE SPECIALIZATION	DEGREE AWARDED	SEMESTER UNITS	MO./YEAR CONFERRED
FROM	MONTH	YEAR					
FROM							
TO							
FROM							
TO							
FROM							
TO							

Scholastic Honors/Publications/Collegiate Activities: \_\_\_\_\_

**GRADUATE EDUCATION PREPARATION**

DATES OF ATTENDANCE			COLLEGE/UNIVERSITY	COURSE SPECIALIZATION	DEGREE AWARDED	SEMESTER UNITS	MO./YEAR CONFERRED
FROM	MONTH	YEAR					
FROM							
TO							
FROM							
TO							

TOTAL SEMESTER UPPER DIVISION UNITS AFTER B.A. \_\_\_\_\_

**PERSONAL DATA**

Are you able to perform the essential functions of the position? If no, briefly explain.  Yes  No

\_\_\_\_\_

Have you ever been convicted by any court of any offense other than minor traffic violations? If yes, please explain. (A record of conviction may not disqualify you, but failure to disclose all convictions may result in disqualification or dismissal. Attach a separate sheet if needed.)  Yes  No

\_\_\_\_\_

\_\_\_\_\_

Have you ever been discharged, forced to resign or rejected during a probationary period from any employment within the last ten years? If yes, give name and address of employer, reason for each release and dates of employment on a separate sheet and attach.  Yes  No

**PROFESSIONAL REFERENCES**

List the individuals you are using as references (may not be relatives).

Reference Name	Current Position	Present Work or Home Address	Phone Number
1.			
2.			
3.			
4.			

Do you belong to any professional organizations?  Yes  No

If yes, please list: \_\_\_\_\_

**PREVIOUS TEACHING & EMPLOYMENT RECORD**

(10 Year History - list most recent first)

List all student teaching experience.

Name & Address of School	Date		Grades or Subjects Taught	Principal (Include Phone No.)	Master or Supervising Teacher (Include Phone No.)
	From	To			

Please list all paid teaching experience starting with your most recent assignment (Attach additional sheet if necessary).

School	District City and State	Inclusive Dates		Grades or Subjects Taught	% of Contract	Reason for Leaving
		From	To			

Please list your non-teaching work experience (Attach additional sheet if necessary).

<p>_____ Name of District</p> <p>_____ Street Address</p> <p>_____ City, State, Zip</p> <p>_____ Supervisor's Name &amp; Title</p> <p>_____ Telephone Number and/or E-mail of Supervisor</p>	<p>Dates of Employment To: _____ From: _____</p> <p>Job Title &amp; Duties _____ _____</p> <p>Reason for Leaving: _____</p>
<p>_____ Name of District</p> <p>_____ Street Address</p> <p>_____ City, State, Zip</p> <p>_____ Supervisor's Name &amp; Title</p> <p>_____ Telephone Number and/or E-mail of Supervisor</p>	<p>Dates of Employment To: _____ From: _____</p> <p>Job Title &amp; Duties _____ _____</p> <p>Reason for Leaving: _____</p>
<p>_____ Name of District</p> <p>_____ Street Address</p> <p>_____ City, State, Zip</p> <p>_____ Supervisor's Name &amp; Title</p> <p>_____ Telephone Number and/or E-mail of Supervisor</p>	<p>Dates of Employment To: _____ From: _____</p> <p>Job Title &amp; Duties _____ _____</p> <p>Reason for Leaving: _____</p>
<p>_____ Name of District</p> <p>_____ Street Address</p> <p>_____ City, State, Zip</p> <p>_____ Supervisor's Name &amp; Title</p> <p>_____ Telephone Number and/or E-mail of Supervisor</p>	<p>Dates of Employment To: _____ From: _____</p> <p>Job Title &amp; Duties _____ _____</p> <p>Reason for Leaving: _____</p>

(USE AN ADDITIONAL SHEET IF NECESSARY)

**MAY WE CONTACT YOUR PRESENT EMPLOYER?**

Yes

No

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY: THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU MIGHT BE EMPLOYED BY ORANGE COUNTY EDUCATIONAL ARTS ACADEMY.**

- (1) The information that I have provided on this application is accurate to the best of my knowledge and is subject to the validation of Orange County Educational Arts Academy.**
- (2) I authorize the persons, schools, current employer (if approved by me) and other organizations or employers named in this application to provide Orange County Education Arts Academy with any relevant information that may be required to arrive at an employment decision.**
- (3) In understand and agree that:**
  - (a) Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment or termination from Orange County Educational Arts Academy.**
  - (b) I understand that I must furnish evidence of freedom from tuberculosis prior to employment becoming effective, if an offer is made.**
  - (c) If an offer for employment is made, before it becomes effective or compensation is possible, a valid California credential appropriate to my assignment must be filed in the Business Office.**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

The Law Prohibits Discrimination because of Age, Sex, Religion, Race, Color, and National Origin, and requires Affirmative Action in the hiring of Handicapped and Veterans.