

Application for Certificated Employment SOMIS UNION SCHOOL DISTRICT

5268 North Street
Somis, CA 93066
(805) 386-8258 FAX (805) 386-2324

Last Name	First	Middle Initial	Date
Street Address			Home Phone
City, State, Zip			Cell Phone
Position(s) and School Level(s) for which you are applying: Regular Teaching <input type="checkbox"/> Special Ed. <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Substitute Teaching <input type="checkbox"/>			Social Security Number
Positions for which you would like to be considered:			Email

EDUCATIONAL AND PROFESSIONAL PREPARATION - Begin with your most recent experience.
Official transcripts are required prior to final salary determination. One quarter unit = 2/3 semester units.

Name of Institution	Location	Dates: From - To	Major	Semester Credits Earned	Degree Awarded	Date

Only **upper division and graduate units earned beyond the B.A. Degree** will be utilized in estimating initial salary placement

CREDENTIALS: Have you passed the CBEST? No Yes (Please attach a copy of verification.)
Do you have a CLAD or BCLAD Permit or other ELL authorization? Yes No Type:

Specific Title of California Credential	Subject Authorizations Endorsed on Your Credential	Major	Minor	Expiration Date

NO CHILD LEFT BEHIND CRITERIA

(NEW – First Credential received after July 1, 2002 / NOT NEW – First Credential received prior to July 1, 2002)

Subjects for Which You are Considered Highly Qualified	By Credential, Degree or CSET / MSAT / NTE	New or Not New Status	Date of Credential	Comments / Status Including Anticipated Completion

Total years of full-time, certificated experience (Excluding student teaching): _____

Are you now under contract? _____

Where? _____ Date Of Expiration _____

Have you filed an application with us before? _____ Date _____

Position _____

Estimate your total days of absence from work in excess of ten working days for the past three (3) years and explain the reason(s):

Answer the questions below by checking "yes" or "no". If you answer yes to any question, you must submit a full explanation using a separate sheet of paper. Please refer to the application instructions to determine what additional documents must be submitted with this application form.

Failure to disclose any information requested is considered falsification of your application and is grounds for denial of your application and/or disciplinary action against your credential.

<p>1. Have you ever held a credential or license authorizing service in the public schools in another state? If you answer "Yes" State _____ Type of Credential _____ State _____ Type of Credential _____</p>	<p>[] Yes</p>	<p>[] No</p>
<p>2. Has any application you filed in another state or place for a credential, license or other document authorizing public school service or teaching been denied and/or rejected for alleged misconduct?</p>	<p>[] Yes</p>	<p>[] No</p>
<p>3. Has any disciplinary action (including an action that was stayed by the licensing agency) ever been taken against any credential, license, or other document authorizing public school service or teaching been denied and/or rejected for teaching that you hold or held in another state or place?</p>	<p>[] Yes</p>	<p>[] No</p>
<p>4. Have you ever been convicted, including a conviction based on a guilty plea, a plea of no contest, or a plea of nolo contendere, of any crime in California or any other state or place? (Note: You must disclose your conviction even if the case was dismissed pursuant to Penal Code section 1203.4, or the equivalent).</p>	<p>[] Yes</p>	<p>[] No</p>
<p>5. Has any disciplinary action (including an action that was stayed by the licensing agency) ever been taken against any professional or vocational license that you hold or held in California or any other state or place?</p>	<p>[] Yes</p>	<p>[] No</p>
<p>6. Are any criminal charges currently pending against you in California or any other place, or are you currently the subject of any investigation by a state or federal law enforcement agency or a licensing agency in California or any other state or place?</p>	<p>[] Yes</p>	<p>[] No</p>
<p>7. Have you ever been the subject of any inquiry or investigation by a licensing agency in California or any other state or place regarding alleged misconduct that involved children or took place on school property?</p>	<p>[] Yes</p>	<p>[] No</p>
<p>8. Have you ever been dismissed, non-reelected, suspended without pay for more than ten days, retired, resigned, or otherwise left school employment because of allegations of misconduct or while allegations of misconduct were pending?</p>	<p>[] Yes</p>	<p>[] No</p>
<p>9. Is any disciplinary action now pending against you in any school district or other school employer?</p>	<p>[] Yes</p>	<p>[] No</p>

EXPERIENCE - List teaching experience (regular, student teaching, or substitute). Begin with your most recent experience. Account for each school year since you began teaching (*Use separate sheet if necessary.*)

School District	Location / Phone	Dates: From - To	Position

Maximum six (6) years credit for previous teaching experience in public or private schools which are accredited and require a teaching credential.

REFERENCES - List three (3) professional references, including your present/most recent supervisor. May we contact your present supervisor for a reference? Yes No

Name	Position	Address, City, State, Zip Code	Phone

ORIGINAL STATEMENT: What do you consider to be the important issues facing education today and how do you think educators should deal with these issues? (*Must be completed by each applicant as an indication of writing skill. Minimum: two paragraphs. Maximum: one page.*) Please write or type your response on a separate sheet and attach to this application.

READ CAREFULLY BEFORE SIGNING

I hereby certify that all statements made in this application are true and correct to the best of my knowledge, and authorize investigation of all statements recorded herein. I understand that falsification of any information by misstatement, misrepresentation or omission of fact may be grounds for disqualification or dismissal from employment with the Somis Union School District. I hereby authorize all previous employers and listed references to give any and all information regarding my employment, plus any other information from personal knowledge or records. I release from all liability persons and organizations reporting information required by this application.

Applicants will be notified ONLY if being considered for interview.

Signature _____ Date _____

**PLEASE RETURN THIS COMPLETED FORM TO THE CERTIFICATED PERSONNEL DEPARTMENT,
SOMIS UNION SCHOOL DISTRICT
5268 NORTH STREET, SOMIS, CALIFORNIA 93066**

EQUAL EMPLOYMENT OPPORTUNITY SHALL BE PROVIDED TO ALL EMPLOYEES AND APPLICANTS. THE SOMIS UNION SCHOOL DISTRICT SHALL NOT UNLAWFULLY DISCRIMINATE AGAINST OR TOLERATE THE HARASSMENT OF EMPLOYEES OR JOB APPLICANTS ON THE BASIS OF THEIR SEX, RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, POLITICAL AFFILIATION, AGE, MARITAL STATUS, PREGNANCY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, VIETNAM ERA VETERAN STATUS, OR ACTUAL OR PERCEIVED SEXUAL ORIENTATION IN ITS EDUCATIONAL PROGRAMS OR EMPLOYMENT. NO PERSON SHALL BE DENIED EMPLOYMENT SOLELY BECAUSE OF ANY IMPAIRMENT WHICH IS UNRELATED TO THE ABILITY TO ENGAGE IN ACTIVITIES INVOLVED IN THE POSITION OR PROGRAM FOR WHICH APPLICATION HAS BEEN MADE. PHYSICALLY OR MENTALLY DISABLED EMPLOYEES OR APPLICANTS MAY REQUEST REASONABLE ACCOMMODATION.

PURSUANT TO CALIFORNIA LAW, EMPLOYMENT SHALL NOT COMMENCE PRIOR TO THE DEPARTMENT OF JUSTICE COMPLETING ITS FINGERPRINT CLEARANCE

Personnel

BP 4119.11(a)

Sexual Harassment

4219.11

4319.11

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets,

Personnel

BP 4119.11(b)

4219.11

Sexual Harassment

4319.11

incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

Policy

Adopted: June 14, 2005

Revised: October 14, 2014

SOMIS UNION SCHOOL DISTRICT

Somis, California

SEXUAL HARASSMENT**Definitions**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Personnel

AR 4119.11(b)

SEXUAL HARASSMENT – cont'

4219.11

4319.11

Training

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law

Personnel

AR 4119.11(c)

SEXUAL HARASSMENT

4219.11

4319.11

Notifications – cont'

3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)