

**UNION SCHOOL
DISTRICT**

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• Schaefer
Charter School
• Piner-Olivet
Charter School
• Northwest Prep
Charter School*

Dear Applicant:

Thank you for applying for a certificated position(s) in our district. Enclosed you will find our district application form, Authority for Release of Information form, and job description.

The closing date for all our teaching positions is until filled, or unless otherwise specified. A complete packet will consist of the following:

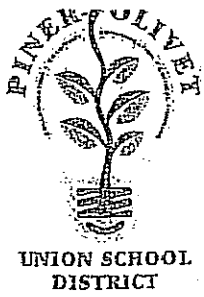
- Letter of Intent
- Completed Application Form
- Resume
- Signed Authority for Release of Information Form
- Letters of Reference
- Copy of Credential

We appreciate applications submitted in a timely, complete manner. Again, thank you for your interest in the Piner-Olivet Union School District.

Sincerely,

Ellen Whitt

Ellen Whitt
Personnel Technician @ POUUSD
707 522-3003
707 522-3007 fax
ewhitt@pousd.org



Piner-Olivet Union School District
 3450 Coffey Lane
 Santa Rosa, California 95403-1919
 (707) 522-3000
 www.pousd.org

District Office Use Only
[] Application Packet Complete

APPLICATION FOR EMPLOYMENT

CERTIFICATED

<i>Last Name</i>	<i>First</i>	<i>Middle</i>	<i>Date</i>
<i>Street address</i>		<i>City</i>	<i>State</i> <i>Zip</i>
<i>Telephone</i>	<i>Message Telephone</i>		<i>E-Mail Address</i>
<i>Desired Position: (separate application for each position)</i>		<i>Years of Experience:</i>	

CREDENTIALS

Type:	Expiration:	Has your credential been revoked?
Type:	Expiration:	Have you ever been asked to resign or been dismissed?
CBEST	[] Yes [] No	

EDUCATIONAL HISTORY

School Name	Location (City, State)	Major Course or subject	Graduated Yes No	Degree	Subject
College (list all attended)					

Other Education/Training

PROFESSIONAL REFERENCES

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/Relationship	Address (street, city, state, zip code)	Phone No. (include area code)	District

TEACHING EXPERIENCE

Starting with present or most recent, list previous school employers. Please include student and substitute teaching. If more space is required, please continue on a separate sheet. You may attach resume, but complete application as well.

School Name	Enrollment	Grade Level
Street Address	Phone No	Brief description of job duties
City State ZIP code		
Supervisor's Name and Title	Phone No.	
Salary	Dates Worked From To	
Reason for Leaving		

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Street Address	Phone No	Brief description of job duties
City State ZIP code		
Supervisor's Name and Title	Phone No.	
Salary	Dates Worked From To	
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City State ZIP code		
Supervisor's Name and Title	Phone No.	
Salary	Dates Worked From To	
Reason for Leaving		

OTHER WORK EXPERIENCE (Including U.S. Military Service)

Name and Location of Employer	Dates		Supervisor	Description of Work
	From	To		

OUTSIDE ACTIVITIES (Exclude those indicating race, color, religion, sex, national origin, age, or handicap status)

Professional memberships, certificates, or licenses held

Past and present civic or cultural activities -- include offices held

Principal hobbies

Please list other skills and/or equipment/language experience you have acquired

First Aid Card Yes Explain:
 No

Date BA or BS degree received

Number of semester units above BA or BS degree

A COMPLETED APPLICATION PACKET CONSISTS OF:

- ◆ Cover letter acknowledging qualifications and intent
- ◆ District employment application
 - ◆ Résumé
- ◆ Signed Authority for Release of Information form
- ◆ Letters of reference and/or college placement file

<p>EMPLOYMENT WITH THE PINER-OLIVET UNION SCHOOL DISTRICT IS SUBJECT TO A NEGATIVE TUBERCULIN TEST OR X-RAY, AND FINGERPRINTING</p>
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HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE?
(You need not include anything that happened before your 16th birthday or any traffic violations for which a fine of \$250.00 or less was imposed.) If appointed to a position with the Piner-Olivet Union Schools, your fingerprints will be taken.

YES _____ NO _____

IF YOUR ANSWER TO THE ABOVE QUESTION IS "YES," LIST ALL OFFENSES BELOW, GIVING DATE, LOCATION, NATURE, AND DISPOSITION FOR EACH:
(A conviction will not necessarily disqualify you from employment with the district.)

Have you ever been discharged from any employment or forced to resign? Yes _____ No _____ If "Yes," state the circumstances:

CERTIFICATE OF APPLICANT *Read carefully before signing.*

I hereby certify that all statements made in my application for employment with the Piner-Olivet Union Schools, to the best of my knowledge, true, accurate, and complete. Any misrepresentations or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the district which reserves the right to accept or reject it.

I hereby authorize the District to conduct work history, personal reference, or police record inquiries to determine my acceptability for employment.

_____ Date

_____ Signature

**The Piner-Olivet Union School District
is an Equal Opportunity Employer**

Where did you hear about this position?

Press Democrat _____ Ed-Join _____ Friend _____

College Career Center _____ (Which One) _____

Other _____