

OAK GROVE

SCHOOL DISTRICT

6578 Santa Teresa Boulevard, San Jose, CA 95119 408 227-8300 Fax 408-227-2719

APPLICATION PROCEDURE

*Please send a completed application packet to the Human Resources Office. The packet **must include**:*

- 1. Resume*
- 2. Letter of intent to include reference to desirable qualifications*
- 3. Completed certificated application*
- 4. Copy of appropriate California credential(s)*
- 5. Three letters of recommendation*
- 6. Copies of official transcripts*

Your application is not complete until all six items are received. If we do not receive all of these documents, your application will be incomplete and will remain in that status until the missing document(s) is/are received.

Applicants will be notified only if being considered for an interview.

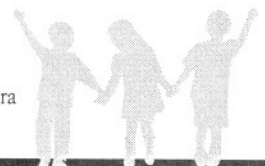
FOR FURTHER INFORMATION, CONTACT

Human Resources

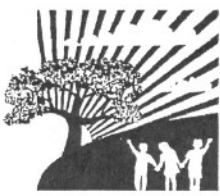
(408) 227-8300 extension 282

Manny Barbara, Superintendent

*Board of Trustees: Jacquelyn Adams, Yvonne Cook, Dennis Hawkins, Dianne Lemke, Jeremy Nishihara
An Equal Opportunity/Affirmative Action Employer*



Our mission . . . "to ensure that every child's potential is achieved."



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Dear Applicant:

Thank you for applying for a position in the Oak Grove School District.

Your application becomes active as soon as all necessary information is received and placed on file with us. Your application packet, and all others properly filed, will be reviewed and rated. As a result of the review and rating, your application will become part of our active application file. When a position for which you are qualified is available, your application will be reviewed and you may be called for an interview.

If you are selected for an interview, you will be contacted by telephone and notified of the interview times available. The interview will be conducted by an administrator-led committee or may be a one-on-one interview.

Each applicant's responses will be scored and compared with others competing for the position. Following the interviews, previous employers will be contacted for references. Final recommendations for hiring will be made by the Human Resources Office and all candidates will be notified of their status by letter or telephone.

Your application will remain active for one year. You may extend that time period by informing the office of your continued interest in the District.

It is our intention to keep candidates in our system as well informed as possible. If we can be of assistance to you, or answer any questions, please do not hesitate to call.

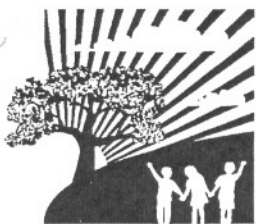
Sincerely,

Rick Alves
Assistant Superintendent
Human Resources

Manny Barbara, Superintendent
Board of Trustees: Jacquelyn Adams, Yvonne Cook, Dennis Hawkins, Dianne Lemke, Jeremy Nishihara
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CERTIFICATED APPLICATION

Position(s) Applied for: _____

Social Security #: _____

Date of Application: _____

Name _____
(Last) (First) (Middle Initial)

Address _____
Street City State Zip

Telephone Numbers () _____ () _____
Home Work

May we contact you at work? Yes No

Subject, grade level, or nonteaching position preferences:

First _____ Second _____ Third _____

Other subjects you are qualified to teach, activities to direct, positions to fill, or special skills to offer.

California credentials now held

Type _____ Expires _____

Type _____ Expires _____

Type of credential applied for

_____ Applications Date _____

Have you taken and passed the California Basic Educations Skills Test (CBEST)? Yes No

Are you or have you ever been a member of the California Teachers' Retirement System? Yes No

Are you able to perform all of the tasks of teaching with or without an accommodation? Yes No

Please describe which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need.

**For each question answered yes, explain in writing the circumstances and attach the statement to this form.*

Has your credential ever been suspended or revoked? Yes No

Have you ever been dismissed, or asked to resign, from any teaching position? Yes No

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor within the last two years (excluding traffic violations)? Yes No

For certain positions, an offer of employment may be contingent upon passing a job related physical examination.

COLLEGE OR UNIVERSITY EDUCATION

Institution attended	Dates From	Attended To	Graduated	Degree	Major	Minor(s)

Semester units of graduate work beyond BA or BS degree _____ Beyond MA or MS _____
 (1 quarter unit - 2/3 semester unit)

CERTIFICATED EXPERIENCE

List last position first. Indicate type: regular, substitute or student teaching.

Dates From to	Grades or Subjects	Type	School	District	Address

Explain how you are qualified to work with culturally diverse communities, minority groups, and multi-ethnic programs.

List languages other than English, that you are familiar with:
 (If this position does not require bilingual skills, this question is optional)

(1) _____ (2) _____
 Read Speak Write Fluent Some Read Speak Write Fluent Some

PROFESSIONAL REFERENCES

List current professional references. Include only those who have direct knowledge of your certificated experience such as superintendents, principals, supervisors and supervising master teachers.

NAME	POSITION	EMPLOYER	ADDRESS	WORK PHONE #

I HEREBY CERTIFY that all statements in my application for employment are true and complete. I authorize investigation of all statements recorded. I authorize the utilization of my placement papers in the selection process and release from liability all persons and organizations reporting information required by this application.



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Dear Applicant:

To assure full compliance with Federal and State Equal Opportunity and Affirmative Action requirements, Oak Grove School District is required to collect and maintain data on the ethnic composition of all applicants.

The questionnaire on the reverse side provides us with data to evaluate the effectiveness of our recruitment methods and to identify the primary sources for generating applications for advertised positions. At no time will this information be used in the job selection process.

Thank you for your interest in the Oak Grove School District.

Sincerely,

Rick Alves
Affirmative Action Officer

Please complete the reverse side of this letter.

Manny Barbara, Superintendent
Board of Trustees: Jacquelyn Adams, Yvonne Cook, Dennis Hawkins, Dianne Lemke, Jeremy Nishihara
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CONFIDENTIAL

AFFIRMATIVE ACTION INFORMATION
APPLICANT FLOW DATA

Oak Grove School District is asking all applicants for employment to complete this form in order to comply with United States Government Equal Employment Opportunity requirements. Data collected will be used for statistical purposes and to measure effectiveness of recruitment efforts.

This information which you provide voluntarily will be detached from your application and will be kept separate and confidential.

Oak Grove School District is an equal opportunity/affirmative action employer. If you feel you have been treated unfairly or discriminated against because of race, color, national origin, sex, age or handicap, please contact the district's Affirmative Action Officer at (408) 227-8300.

POSITION _____ FULL TIME PART TIME

GENDER AND ETHNIC INFORMATION

Male Female Age: Under 20 20 - 29 30 - 39 40 - 65

Ethnic Origin (please check one of the following)

- 1. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 2. White: All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- 3. Black: All persons having origins in any of the African groups.
- 4. Asian: All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent. This area includes, for example, China, Japan, India and Korea.
- 5. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- 6. Filipino: All persons having origins in the Philippines.
- 7. Pacific Islander: All persons having origins in the Pacific Islands.

HANDICAPPED AND VETERANS INFORMATION

- 1. Physical Handicap: No Yes Specify _____
- 2. Are you a Vietnam Era Veteran - having more than 180 days of active duty, any part of which occurred between August 5, 1964, and May 7, 1975? Yes No
- 3. Are you a disabled veteran with 30 per centum disability under the Veterans Administration laws? Yes No

REFERRAL INFORMATION

How did you learn about this vacancy?

Announcement flyer _____ Where posted _____
Word of mouth _____ From whom _____
Personally invited to apply or nominated _____ By whom _____
Other _____ Specify _____