



**Faculty / Certificated Staff Application**

Position Desired/Preference: \_\_\_\_\_

Preference: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Fluent in American Sign Language (ASL):  Yes  No In addition to English  
I am fluent in: \_\_\_\_\_

**Personal Information**

Last Name		First Name		Middle Initial	
Mailing Address		City	State	Zip	
Email			Fax #		
Home Phone	Work Phone	Cell Phone		Video Phone #	

**Education**

College/University	From	To	# of Semester Units	# of Quarter Units	Major	Minor

**California Credentials Held**

**Type**

**Expiration**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Out-of-State Credentials Held**

**Type**

**Expiration**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List additional credentials on separate sheet and attach with your application.

**Student Teaching Experience\* (If Applicable)**

District	School	From	To	Grade	Subject	Master Teacher

\*Note: Transcript showing student teaching & grade must be attached (if applicant has completed student teaching).

**Part or Full-Time Experience\*\***

*(\*\*include substitute teaching / coaching experience, if applicable)*

From (M/D/Y)	To (M/D/Y)	Job Title/Classification (Range or Level, if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Hours per week	Total Worked (Yr/Mos)	Company/State Agency Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Supervisor/Phone Number	Address
<input type="text"/>	<input type="text"/>

Duties Performed

Reason for Leaving

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From (M/D/Y)	To (M/D/Y)	Job Title/Classification (Range or Level, if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Hours per week	Total Worked (Yr/Mos)	Company/State Agency Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Supervisor/Phone Number	Address
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Duties Performed

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Hours per week	Total Worked (Yr/Mos)	Company/State Agency Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Supervisor/Phone Number	Address
<input type="text"/>	<input type="text"/>

Duties Performed

Reason for Leaving

## Instructions

### Application

No interviews may be conducted without a completed submitted application.

- All information on the application must be completed accurately and be verifiable.
- Applications will be eligible for consideration only after all supporting materials have been received and processed.
- It may not be possible to acknowledge receipt of applications.

Please submit the following documents with your application.

- Diagnostic Center, Southern California Faculty Application
- Resume and Letter of Intent
- Copy of transcript(s) from Master's Degree in Special Education or related field (upon hire, original transcripts are required)
- Attached Commission on Teacher Credentialing (CTC) public view of credential status or credential copy
- Two Letters of Reference (may be submitted at a later time)

### Credentials

In order to be considered for employment, eligibility for the appropriate California Teaching Credential is required, including evidence of NCLB compliance, if applicable.

### Interview

An interview is part of the selection process. Applicants are considered based on a completed application, transcripts, and references. Interviews will be scheduled for candidates as dictated by department. Candidates will be contacted to arrange for appointments.

Email attachments (or mail) completed application materials to: Dr. Chemene Hooker-Henry

- Email (preferred): [chhenry@csb-cde.ca.gov](mailto:chhenry@csb-cde.ca.gov)
- Mail: Human Resources Department for Diagnostic Center, Southern CA  
500 Walnut Ave, Fremont, CA 94536
- Location: Interview and job location is at 4339 State University Dr, Los Angeles, CA 90032.

Please Note: Failure to complete all parts of the application may prevent your application from receiving consideration for vacancies

**Application Continued on Next Page**

## Certification of Application

Answers will not necessarily disqualify you from consideration:

A. Have you ever been convicted by any court of an offense\*\*\*?  Yes  No

The following need not be reported:

1. Minor traffic violations for which the fine was \$50 or less
2. Any offenses which were finally settled in a juvenile court or under a welfare youth offender law
3. Any incident that has been sealed under welfare and institutions code section 781 or penal code section 1203.45
4. Any conviction specified in health and safety code section 11261.5. This section pertains to various marijuana offenses

B. Has your driver's license ever been suspended or revoked\*\*\*?  Yes  No

\*\*\*If your answer to (A) or (B) is yes, please attach a letter of explanation.

C. Do you possess a valid California driver's license  Yes  No

If yes, enter your driver's license number \_\_\_\_\_

*I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the interview process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CALIFORNIA STATE GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER: The law prohibits discrimination on the basis of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.