

# Certificated Substitute Application



## Temecula Preparatory School

35777 Abelia Street  
Winchester, CA 92596  
Phone: (951) 926-6776  
Fax: (951) 926-6797

Web: [www.temeculaprep.com](http://www.temeculaprep.com)

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

Name: \_\_\_\_\_  
Last First M.I. Social Security #

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_  
Home Work Cell Email

Do you hold a *current* California Teaching Credential? Yes\_\_\_\_ No\_\_\_\_  
If yes, what type(s) \_\_\_\_\_

Do you hold a credential in another state(s)? Yes\_\_\_\_ No\_\_\_\_  
If yes, what type(s) \_\_\_\_\_ Which state(s) \_\_\_\_\_

Are you enrolled in a credentialing program? Yes\_\_\_\_ No\_\_\_\_  
If yes, what type(s) \_\_\_\_\_ Expected Completion Date \_\_\_\_\_

Please list the level(s) and area(s) of endorsement (Major/Minor) on your credential. Please refer directly to your credential for this information.

Levels: \_\_\_\_\_ Endorsements: \_\_\_\_\_

Levels: \_\_\_\_\_ Endorsements: \_\_\_\_\_

What languages, besides English, can you speak and write fluently? \_\_\_\_\_

### PROFESSIONAL REFERENCES:

Please send four professional references. List the names of the persons you have asked for a written recommendation. Supervisors are preferred.

Names of Professional References	Title	Contact Phone Number(s) or Email
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1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

Initials \_\_\_\_\_

## Teaching Preferences

Section I: fill out if you are applying for a Kindergarten through Sixth Grade full-time classroom teacher position. Section II: fill out if you are applying for an Elementary Special Subjects position, e.g., French, Art, Music, Physical Education, etc. Section III: fill out if you are applying for a secondary (7-12) position. You may fill out more than one section if you are applying for more than one position.

Section I: (K-6 Classroom Teacher) Please circle your teaching preference(s):

K      1      2      3      4      5      6

Section II: List the elementary specialty class(es) for which you are applying. (e.g., Music, French, etc.)

Section III: List your secondary (7-12) subject area preference(s)

List any special skills, preparation, training, or areas of expertise. Please include areas such as Core Knowledge, Classical studies, traditional phonics, travel within the US, international travel, foreign language, Music, Art, Math, or Science. Attach additional sheets if necessary:

## Work Experience

Please list your past ten years of work experience. Please list your most recent experience first.  
Attach additional sheets if necessary.

Position:		Organization/School:		
Address:	City:	State:	Zip Code:	Phone Number:
Supervisor:		Supervisor's Title:	Supervisor's Phone Number:	
Employment Dates:		Reason for Leaving:		
Specific Responsibilities:				
Co-Curricular Activities/Coaching:				

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### Work Experience (cont.)

Position:		Organization/School:		
Address:	City:	State:	Zip Code:	Phone Number:
Supervisor:		Supervisor's Title:	Supervisor's Phone Number:	
Employment Dates:		Reason for Leaving:		
Specific Responsibilities:				
Co-Curricular Activities/Coaching:				

### Work Experience (cont.)

Position:		Organization/School:		
Address:	City:	State:	Zip Code:	Phone Number:
Supervisor:		Supervisor's Title:	Supervisor's Phone Number:	
Employment Dates:		Reason for Leaving:		
Specific Responsibilities:				
Co-Curricular Activities/Coaching:				

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## Work Experience (cont.)

Position:		Organization/School:			
Address:	City:	State:	Zip Code:	Phone Number:	
Supervisor:		Supervisor's Title:		Supervisor's Phone Number:	
Employment Dates:			Reason for Leaving:		
Specific Responsibilities:					
Co-Curricular Activities/Coaching:					

## Educational Background

List all undergraduate and graduate coursework earned toward a degree. List the highest degree you have earned first.

COLLEGE/UNIVERSITY	STATE	MAJOR	DEGREE	COMPLETED? YES/NO	GPA

Are you related to any TPS Board member, employee or student? \_\_\_\_\_

If so, to whom? \_\_\_\_\_

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## BACKGROUND REPORT

Due to the responsibility Temecula Preparatory School has to its school children and community, the following information is needed from all applicants and employees regarding convictions. A record of conviction does not necessarily prohibit employment. Failure to complete this form accurately and completely may mean disqualification from consideration for employment, may be cause for consideration of dismissal if employed, and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Headmaster or Headmistress.

**Please read carefully and answer every question. Circle your responses. If you answer YES to any of the questions below, please explain in detail on a separate sheet of paper, referring by number to the appropriate question. Please type or print clearly.**

- |   |     |    |
|---|-----|----|
| 1. Have you ever been convicted* of a felony?   | YES | NO |
| 2. Have you ever been convicted of a misdemeanor; other than minor traffic violations? YES<br>(A DUI conviction is not considered a minor traffic offense.)                               | YES | NO |
| 3. Have you ever been convicted of a sex or drug-related offense?   | YES | NO |
| 4. Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense or has any court deferred further proceedings without entering a finding of guilty? | YES | NO |
| 5. Have you ever been placed on probation?  | YES | NO |
| 6. Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful behavior involving a child?                                   | YES | NO |
| 7. Have you ever been dismissed or have you resigned from a position as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior?             | YES | NO |
| 8. Have you ever had any professional licenses ( <i>including teaching certificates/licenses</i> ) suspended, annulled or revoked <i>in any state or country</i> ?                        | YES | NO |
| 9. Have you ever been dishonorably discharged from the military?  | YES | NO |
| 10. Have you ever been involuntarily terminated from any employment or asked to resign from employment?   | YES | NO |
| 11. Have you ever been non-renewed or refused a continuing contract?  | YES | NO |

\* CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

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**APPLICANT SIGNATURE**

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge. I agree to have any of the information checked by Temecula Preparatory School. I authorize the references listed, as well as any other individuals whom TPS contacts, including my current employer, former employers, credit agency, and any government or law enforcement agency to provide Temecula Preparatory School, any and all information concerning my previous or current employment. *I understand that if I limit TPS's right to contact persons/organizations deemed necessary by TPS, the application may not be considered further.* Also, I release all parties and persons from any and all liability for any damages that may result as a consequence of furnishing such information to TPS, the District or any of its agents, employees or representatives for purposes related to this application or my employment. I also understand that related skills testing and testing for the presence of drugs and alcohol in my body may be required prior to employment. I agree that with or without an accommodation, I must be able to perform the "essential functions" of the position. If an accommodation is required, I must make that request prior to my employment start date. I understand that **ANY** misrepresentation, falsification or material omission of information during the interview or on this application, may result in my failure to receive an offer of employment, **OR, IF I AM HIRED, MAY RESULT IN MY EMPLOYMENT BEING TERMINATED BY TPS.** *I understand that any results of the California Department of Justice/Federal Bureau of Investigation background checks which might deny me employment will be forwarded to the California Department of Education.*

I understand that I will be required to submit proof of U.S. Citizenship or legal U.S. residence if I am hired. If I am selected for employment, I will be fingerprinted and may be medically examined at my own expense. I agree to furnish proof of freedom from tuberculosis prior to my employment.

I understand applications are kept on file for a period of one year *and will remain the property of Temecula Preparatory School.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Notice of Nondiscrimination**

**The Governing Board of Temecula Preparatory School prohibits unlawful discrimination against and/or harassment of TPS employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation, or any other protected status in its educational programs and activities. The Board also prohibits retaliation against any employee or job applicant who complains, testifies or in any way participates in TPS' complaint procedures instituted pursuant to this policy.**

***AN EQUAL OPPORTUNITY EMPLOYER***  
***Our school promotes a smoke, drug and alcohol free working environment for its employees and has adopted a non-smoking policy.***

Initials \_\_\_\_\_