Section 18

SEARCHSOFT

Applicant Tracking System

Sacramento
City Unified
School District

Human Resource Services

On-Line Application System

SearchSoft: Administrative Access

Administrative Access to the SearchSoft System

1. Click on **Internet Explorer**.

2. Enter Internet address: **(case sensitive)**
    https://searchsoft.scusd.edu/ats/emp_login.shtml?COMPANY_ID=00001248

3. Save the above Internet address as a **Favorite**.

4. Enter **User Name** and **Password (not case sensitive)**: Both are confidential and issued through the Team Human Resource Services Analyst or Recruitment and Selection Specialist only. It is the site or department responsibility to secure the User Name and Password.

5. Located on the top of the screen in the green-shaded area are numerous tab options. The three menu options used frequently by a site or a department are:

    - **Jobs**
    - **Searching**
    - **Log Out**

View Posted Job Vacancies and Interested Applicants

1. Click on **Jobs**. A listing of posted job vacancies will be displayed.

2. Scroll down to locate your specific **Notice of Vacancy Number**.

3. Click on **Interested Applicants**. A listing of applicants applying for the position will be displayed.

4. Click on **Print** to print applicant name listing for Hiring Manager, if desired. The applicant listing also indicates the number of applicants who applied for the posted job vacancy. Applicants may apply for specific posted jobs until midnight of the final filing/closing date.

    Note: Recommend that sites or departments access and print the applicant list the day after the final filing date. Ignore the evaluation and interview columns on the applicant listing.

5. Click on **View/Edit** to review each individual applicant that has applied.

Applicant Pool Screening and Referrals for Interview

1. Once a position has closed (final filing date), the **Team Human Resource Services Analyst** or **Recruitment and Selection Specialist** screens the applicant pool for minimum requirements based on the approved district job description, which is accessible on the district web page, www.scusd.edu under Employment.

2. Applicant referrals for interview are forwarded to the site or department administrator by either:

   - Faxing the applicant listing with a check mark next to names to be interviewed.
   - E-mailing names to be interviewed.

Print Applications: Referrals for Interview

1. Designee must **Log-In** to the system in order to print the interview referral applications for the interview panel.

2. Click on **Jobs**. A listing of posted job vacancies will be displayed.

3. Scroll down to locate your specific **Notice of Vacancy Number**.

4. Click on **Interested Applicants**. A listing of applicants applying for the position will be displayed.

5. Click on **View/Edit** to review the application of each individual applicant that is referred for an interview.

6. When **Current Page: General Information** is displayed on the screen, go to **Current Page** (drop down box on the top of the page) and scroll down to select **Printable Application**. Wait for the application to load—be patient. Note: If you select Preview Application, you will only see a "snapshot" of the application.

7. **Click Here to Print This Page** to print the entire application. Wait for the application to print before moving on to the next step.

8. Click on the **Back Button** until you reach the Applicant Listing page.

9. Click on **View/Edit** to review the application of the next applicant referred for an interview

Seaching Menu

1. On the left-hand side of the screen in the green-shaded area, click on **Applicant Search**.

2. Enter only **Social Security Number** or only **Last Name** if searching for an application for a person that is not on the Applicant Listing for a job, but may have generally applied on-line <u>without</u> applying for a <u>specific</u> job.

   If you have searched using the Last Name and the applicant's name does not appear, it is possible that the Last Name may have been entered as a hypenated name. Type an asterisk (*) after the Last Name (example: Smith-Jones; enter Smith*).

3. Click on **View** to review the application.

Logging Out of the System

1. Click on **Log Out** when you are finished viewing and printing the applications, which is located at the top of the screen.

2. Remember to secure your **User Name** and **Password** in a safe location.

Site or Department Responsibility When Calling for Interviews

1. Complete the Interview Packet documentation.

2. Ask each applicant to bring to the interview any supplemental information: Letters of Recommendation, Portfolio, Credentials, etc.

3. At the conclusion of the interviews, the site or department administrator or designee forwards to the Team Human Resource Services Analyst or Recruitment and Selection Specialist the following:

   - <u>Completed</u> Interview Packet in its <u>entirety</u>.
   - Include copy of <u>application</u> and <u>supplemental information</u> for person being recommended.

10-24-11

Employer Login

User Name:

Password:

Login   Clear

Printable Application: Hide Applied Job

To hide the Applied Jobs information before you print out a printable application (not preview application), scroll down to the Applied Job title. Click once on the minus sign (**-**); it will change to a plus sign (**+**) and hide all of the Applied Jobs.

Once you have hidden the Applied Job section and while you are still logged in, this feature will remain for all applications you wish to print out, including other job posting applications you wish to print.

Once you log out, the hide all Applied Jobs feature will have to be activated again if you wish to print out printable applications and not show any of the Applied Jobs.

Applied Job	
⊟	
Date Created	07/21/2004
* Job Title	
Applicant Interested?	No
* Application Status	New View status history
* Employer Interested?	No

Applied Job
⊞

(Updated: 07-22-08)

Human Resource Services

On-Line Application System

SearchSoft: Applicant Access

Employees and outside applicants may apply for certificated, classified, and management positions by accessing the district web page, **www.scusd.edu**, 24-hours per day, and seven days a week. The SearchSoft on-line application system will take applicants through the application process step-by-step.

View Open Positions, Preview On-Line Application Questions, and Applicant Login

1. Access the system by clicking on **Internet Explorer**.

2. Enter Sacramento City Unified School District Internet web page address: **www.scusd.edu**

3. <u>View Open Positions on the Job Board</u>: Click on **Departments and Offices** and scroll down to **Human Resources, Employment, Vacancies and On-Line Application**. **View Open Positions on the Job Board** by clicking on the **Certificated**, **Classified**, or **Management** links. You do not have to login to the system to <u>view</u> open positions.

4. <u>Preview On-Line Application Questions</u>: Click on **Departments and Offices** and scroll down to **Human Resources, Employment, Vacancies and On-Line Application**. **Preview On-Line Application Questions** by clicking on the **Certificated**, **Classified**, or **Management** links. You do not have to login to the system to <u>preview</u> application questions.

5. <u>Applicant Login</u>: Click on **Departments and Offices,** and scroll down to **Human Resources, Employment, Vacancies and On-Line Application**. Click on **Applicant Login** on the right-hand side of the screen to login to your Sacramento City Unified School District application. You must be logged into the system in order to complete or update your application. If you have not created a username and password, please follow the directions listed below.

<u>Step 1. Create an Account</u>

Applicants need to create an account with a username and password. Once an account has been created, an applicant can enter, update, or view their application. **<u>Keep a record of your username and password for future reference so you can edit your application and apply for open positions.</u>** Access will <u>not</u> be granted to the system without a correct username and password.

1.   Follow steps one through five above. Click on **Create New Account Button** and enter the following information: first name, middle initial, last name, social security number, email address, personal homepage, applicant type, username, password, and confirm password. Username and password must be at least six characters. Be sure to check the information you entered is correct. Write down your username and password on the last page of this packet and keep the information in a safe area.

       Note: **Only one application is needed per applicant type** (certificated, classified, management), and open positions correspond accordingly for viewing. If you check certificated as your applicant type and you are logged in, you will view certificated open positions and not the classified or management positions and so on.

2.   Click on **Save and Next Button** located at the bottom of the screen to establish your account. This account allows you to enter the application system at any time to submit or update your application information.

3.   Once you have established an account, you will be advanced to the Success screen. Click on the **Login Button** to move forward in the system to the Disclaimer screen. You must **Accept** the honesty disclaimer in order to complete or update your application. If you decline the honesty disclaimer, you will not be allowed to edit any of your original application information. You will be immediately logged out of the system and sent back to the login screen.

Step 2. Starting Your Application

Once you have established your account and are still logged in, click on the **Application** tab located at the top of the screen. Each window in the application has a **Save and Next** button, or an **Add** button followed with a **Save and Next** button at the bottom of each window. Fill in the information requested, and move to the next page by clicking the **Save and Next** button. If you do not click on the **Save and Next** button, the information on the current page will not be saved. The **Reset** button undoes all of the changes made to the page since it was last saved. Once you have filled out every section of the application you can move to different areas by using the menu located above the application.

Required fields are marked with an asterisk (*). If these fields are left blank, your application will be considered incomplete until you enter information into all of these fields.

You can exit the program at any time and return to complete your application at your convenience. You will need to remember the username and password that you just created. You user account will enable you to log back into your application to finish any incomplete sections, or to update any of the information that may have changed. Applications must be complete in order to be considered. You must have at least three References.

It is extremely important to log out once you are finished with your application. Please do not close the browser or leave the computer unattended until you have successfully logged out.

The system will automatically email you once you have filled in certain sections of the application and are logged out. This does not necessarily mean that your application is complete. An automatic email will also be generated if you have not filled in a required field in the application. This can happen if your application is complete, but you have a blank record where there is a required field. If you need to delete a blank record, go to the appropriate screen, click in the blank box after <u>View</u> and <u>Edit</u>, and click on **Delete**.

Step 3. Apply for Open Positions

Once you have completed your application, you can apply for any open position. While you are logged-in, click on the **Jobs** tab located at the top of the page. Scroll down to view the jobs listing, and click on **View/Apply** for more information on the position. If you want to apply for the position, click on the **Apply for this Job** button. You can continue to apply for as many open positions that you are qualified for. To view all the positions you have expressed an interest in, click on **Applied Jobs** on the left-hand side of the screen. You may withdraw your interest by viewing the job and then clicking the button to withdraw interest.

Review Position Description <u>Prior</u> to Applying for a Position

All applicants are encouraged to review position descriptions on the district web page, www.scusd.edu, <u>prior</u> to applying for job vacancies to verify minimum qualifications, i.e., education, experience, and testing requirements. Position descriptions are located under **Employment**. Scroll down and click on **Position Descriptions**.

Changing Your Account Information to Revise Your Password

To change your account information, simply click on the Account Information link on the left-hand side of the screen to change your password. Be sure to follow the instructions where given. Please note that if you change your password, the next time you login, you will need to enter the updated account information. Passwords must be at least six characters.

Forgot Your Password?

1.   Click on **Internet Explorer**.

2.   Enter Internet address: **www.scusd.edu**

3.   Click on **Employment**.

4.   Click on **Applicant Login** to advance to the <u>Login</u> screen.

5.   Click on **Forgot Your Password**, where you will be prompted to enter a username or email address. If you enter your username or the email address that you entered into your application, then an email will be sent to the account you have entered into your application. You do not have to enter both your username and email address. The system will be able to find your password with either piece of information.

Note: If you do not receive an email back from the applicant-tracking system with your information, go to your Internet provider (browser) and check blocked spam. Your spam blocking may be set too high.

6.   If you don't remember the username or email address you used, contact Human Resource Services for assistance.

Searching for Jobs

To search for jobs that fit your criteria, start by clicking the Job Search link located on the left-hand side of the screen. Next, enter the search criteria into the specified areas and click Search. Within seconds you will see a listing of all of the jobs matching your criteria.

Sorting Results

To sort the search results, click on any of the underlined column headings to sort the list by that heading. Click once to sort by ascending value (i.e., a to z) or twice to sort by descending value (i.e., z to a).

> **It is important to keep your application and email address up-to-date.**

(10-24-11)

Sacramento City Unified School District Applicant Login

Sign Up

Sign In

USERNAME: [   ]

PASSWORD: [   ]

[Sign In] [Reset]

Forgot your password?

Step 1
Create an Account
You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your application, add attachments, or view your application.

Step 2
Complete your Application
You may exit the program at any time and return to complete it at your convenience.
    Preview the Certificated Application
    Preview the Classified Application
    Preview the Management Application

Step 3
Apply for Open Positions
Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and select the jobs for which you would like to apply.

[Create New Account]

Jobs
Click the links below to view current openings.
Click Here to View Open Certificated Positions
Click Here to View Open Classified Positions
Click Here to View Open Management Positions

Print this page.

Certificated Application

Question Preview

This is a comprehensive list of all questions which are asked in this online application.

GENERAL INFORMATION

Activation Date
Last Modified By Anyone
At least one attachment exists
Courtesy Title (optional)
First Name
Middle Initial
Last Name
Former Name(s)
Other Name(s)
Permanent Email Address
Personal Homepage
Are you currently retired from CalSTRS?
Are you currently retired from CalPERS?
When are you available to start work?
How did you hear about employment opportunities with this District?
If known, recruiter's name:

ADDRESS

Street Address
City
State
Zip Code
Phone Number (000-000-0000)
Work/Message Phone (000-000-0000)

Permanent address (If different)

Street Address
City
State
Zip Code
Contact Name
Permanent Phone Number (000-000-0000)

In Case of Emergency, Notify

Name
Street Address
City
State
Zip Code
Phone Number (000-000-0000)

COLLEGE(S) ATTENDED

* College
Name of college, if not in list
Degree
Semester Units
Date Degree Completed
Major
Minor
Second Major

RELATED EXPERIENCE

List any special abilities, interests, community activities, high school and/or college activities which would enhance your opportunity for employment, including unique or special achievements.

List any professional activities, including professional or honorary organizations, research studies, publications and/or presentations.

CREDENTIAL FORM

Credential Type

If your credential is not in the above list, please type the name of your credential here

Status

If Pending, Date Expected

Subject Area

State

QUALIFICATION EXAMS

* Have you passed the California Basic Education Skills Test (CBEST) requirements?

If waiting, date results are expected

If No

Have you passed the Multiple Subject Assessment Test (MSAT) requirements?

If waiting, date results are expected

Have you passed the Reading Instruction Competence Assessment (RICA) requirements? (California trained teachers only)

If waiting, date results are expected

Have you passed the Praxis or other Subject Matter Exam?

If yes, name of test, subject authorization and date passed

Have you passed the SSAT?

If waiting, date results are expected

TEACHING INFORMATION

Total Number of Teaching Years

Placement File #

Name of College or University (Where your placement file is)

Have you completed student teaching?

In addition to your credential, do you hold a certificate that indicates that you meet the requirements of the "No Child Left Behind" (NCLB) Act?

If yes, under what subject are you certified to teach under NCLB?

VISITING/SUBSTITUTE TEACHER

Would you be interested in a Visiting/Substitute Teaching position?

...

Please check all the days you are available to work.

Please check which level you would be interested in Visiting/Substitute Teaching.

Please choose the subjects that you are willing to teach.

Please choose the subjects that you are willing to teach. Note: An appropriate credential is required to substitute teach in the following areas.

STUDENT TEACHING/INTERNSHIP

College or University

School

Subject or Grade Level

Master or Cooperating Teacher

School's Mailing Address

School's City, State, Zip

Phone Number (000-000-0000)

From Date

To Date

TEACHING EXPERIENCE

Check One

Check One

Check One

School District

School Site

Subject AND Grade Level
Principal
Address
City, State, Zip
Phone Number (000-000-0000)
From Date
To Date
Number of years
Reason for Leaving

EMPLOYMENT HISTORY (NON-TEACHING)

Employer Name
Site
Title
Duties / Accomplishments
Immediate Supervisor
Address
City, State, Zip
Phone Number (000-000-0000)
From Date
To Date
Reason for Leaving
Description of Reason For Leaving

EMPLOYMENT PREFERENCES

Full Time
Part Time
If you are applying for an elementary, classroom position, please check the areas you prefer to teach.
Indicate all secondary positions for which you wish to be considered.
Indicate all Special Education positions for which you wish to be considered.
Indicate all other certified positions for which you wish to be considered.
Other position(s) for which you wish to apply.
If your choice is OTHER in any of the fields on this screen, please specify.

ATTRIBUTES

Are you currently under contract with another school district?
If yes, provide date of expiration.
Have you ever been employed by the Sacramento City Unified School District?
If yes, date last worked
Have you filed an application with us before?
If yes, provide the date of your most recent application.
Mark any of the following activities that you are qualified and willing to coach, direct or assist.
Software Programs
If needed, please insert additional comments to explain information in this application. Please limit your response to 100 words or less.
Will you require any accommodation in order to perform the essential functions of the position you seek?
If yes, please explain:

MULTILINGUAL ABILITIES

Language
If you choose Other, please enter the name of the language.
Abilities

BACKGROUND INFORMATION

Are you related to any person now employed by this school district?
List the names and positions of all relatives
Can you, after employment, submit verification of your legal right to work in the United States?
Convictions: A conviction may not necessarily disqualify you from the job for which you have applied. Convictions include diversionary offenses, or other offenses that have been plea-bargained, or for which you have pleaded no contest. Failure to reveal convictions is grounds for immediate termination.
Have you resigned from or otherwise left public or private school employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state?

DETAILS >
Have you ever been dismissed or not re-employed in any temporary, probationary, or permanent position?
DETAILS >
Have you ever resigned in lieu of being non-reelected or released?
DETAILS >
Are you now the subject of any inquiry, disciplinary action, review or investigation, in any district, by a teacher-licensing agency, or in the courts of California or any other state in connection with any alleged misconduct?
DETAILS >
Is there any adverse action now pending against any credential you hold which authorizes public school service or teaching in California or any other state?
DETAILS >
Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation or speeding? (A conviction may not necessarily disqualify the applicant from the job for which he/she has applied.)
DETAILS >
Have you ever been convicted of a drug/sex offense?
DETAILS >
Have you ever had any professional license, credential, degree, or privilege suspended or revoked?
DETAILS >

REFERENCES

Name
District
Address (Include City/State/Zip)
Title
Work Phone (000-000-0000)
Home Phone (000-000-0000)
Email Address
Fax Number (000-000-0000)

Print this page.

Classified Application

Question Preview

This is a comprehensive list of all questions which are asked in this online application.

GENERAL INFORMATION
Activation Date
Last Modified By Anyone
At least one attachment exists
Courtesy Title (optional)
First Name
Middle Initial
Last Name
Former Name(s)
Other Name(s)
Permanent Email Address
Personal Homepage
Are you currently retired from CalSTRS?
Are you currently retired from CalPERS?
When are you available to start work?
How did you hear about employment opportunities with this District?
If known, recruiter's name:

ADDRESS
Street Address
City
State
Zip Code
Phone Number (000-000-0000)
Work/Message Phone (000-000-0000)
Permanent address (If different)
Street Address
City
State
Zip Code
Contact Name
Permanent Phone Number (000-000-0000)
In Case of Emergency, Notify
Name
Street Address
City
State
Zip Code
Phone Number (000-000-0000)

HIGH SCHOOL
High School
High School Address (City, State)
Check Highest Grade Completed
Year Graduated
Graduated
GED ?
Certificate ?
Non-graduate ?
Other Job-Related Schools (Vocational, Trade, Military, etc.)

COLLEGE(S) ATTENDED

* College
Name of college, if not in list
Degree
Semester Units
Date Degree Completed
Major
Minor
Second Major

EMPLOYMENT HISTORY (NON-TEACHING)

Employer Name
Site
Title
Duties / Accomplishments
Immediate Supervisor
Address
City, State, Zip
Phone Number (000-000-0000)
From Date
To Date
Reason for Leaving
Description of Reason For Leaving
Final Salary
Wage Type

EMPLOYMENT PREFERENCES

Substitute
Indicate all employment positions for which you wish to be considered.

ATTRIBUTES

I am willing to substitute for a Custodian/Maintenance position.
I am willing to substitute for a Food Service Personnel/Manager position.
I am willing to substitute for a Bus/Van Driver/Mechanic position.
I am willing to substitute for a Clerical/Secretarial position.
Hardware
Clerical / Secretarial
Are you currently under contract with another school district?
If yes, provide date of expiration.
Have you ever been employed by the Sacramento City Unified School District?
If yes, date last worked
Have you filed an application with us before?
If yes, under what name?
If yes, provide the date of your most recent application.
Are you a member of a retirement system?
Software Programs
If needed, please insert additional comments to explain information in this application. Please limit your response to 100 words or less.

MULTILINGUAL ABILITIES

Language
If you choose Other, please enter the name of the language.
Abilities

BACKGROUND INFORMATION

How many times were you absent from work due to illness during the past three years?
Are you related to any person now employed by this school district?
List the names and positions of all relatives
Can you, after employment, submit verification of your legal right to work in the United States?
Of which, if any, retirement system are you a member?
Convictions: A conviction may not necessarily disqualify you from the job for which you have applied. Convictions include

diversionary offenses, or other offenses that have been plea-bargained, or for which you have pleaded no contest. Failure to reveal convictions is grounds for immediate termination.

Have you resigned from or otherwise left public or private school employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state?

DETAILS >

Have you ever been dismissed or not re-employed in any temporary, probationary, or permanent position?

DETAILS >

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation or speeding? (A conviction may not necessarily disqualify the applicant from the job for which he/she has applied.)

DETAILS >

Have you ever had any professional license, credential, degree, or privilege suspended or revoked?

DETAILS >

REFERENCES

Name
District
Address (Include City/State/Zip)
Title
Work Phone (000-000-0000)
Home Phone (000-000-0000)
Email Address
Fax Number (000-000-0000)

ADDITIONAL INFORMATION

Typing Speed (wpm)
Shorthand/Dictation Speed
Will you require any accommodation in order to perform the essential functions of the position you seek?
If yes, please explain.
Have you had any experience with commercial food service equipment?
Specify Type:
Driver's License Type
State in which you are licensed to drive
Driver License No.
Have you tested positive in the past two years for alcohol or substance abuse?
Date:
Has your license ever been revoked?
Date:
Have you ever been denied certification as a bus driver?
Date:
If your answer to any of the above three questions is "yes," please explain:
Are you a highly qualified paraprofessional as defined in the No Child Left Behind Act?
If yes, indicate what method you were certified by
Have you passed the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) Paraprofessional Exam?
Account Creation Date

CLASSIFIED APPLICANT STATEMENTS

Explain how you can make something meaningful happen to every student, every day.
Describe any experience you may have had in volunteering/working in youth activities. Indicate the type of activities and the age levels of the participants.
Have you ever worked in a school as a paid employee or volunteer?
If yes, describe the types of duties performed and the ages of the students.
Have you ever worked with students with disabilities?
If yes, describe in detail.
Do you have any special skills, such as sign language, playing a musical instrument, etc.?
Please add any additional comments.

Print this page.

Management Application

Question Preview

This is a comprehensive list of all questions which are asked in this online application.

GENERAL INFORMATION

Activation Date
Last Modified By Anyone
At least one attachment exists
Courtesy Title (optional)
First Name
Middle Initial
Last Name
Former Name(s)
Other Name(s)
Permanent Email Address
Personal Homepage
Are you currently retired from CalSTRS?
Are you currently retired from CalPERS?
When are you available to start work?
How did you hear about employment opportunities with this District?
If known, recruiter's name:

ADDRESS

Street Address
City
State
Zip Code
Phone Number (000-000-0000)
Work/Message Phone (000-000-0000)

Permanent address (If different)

Street Address
City
State
Zip Code
Contact Name
Permanent Phone Number (000-000-0000)

In Case of Emergency, Notify

Name
Street Address
City
State
Zip Code
Phone Number (000-000-0000)

COLLEGE(S) ATTENDED

* College
Name of college, if not in list
Degree
Semester Units
Date Degree Completed
Major
Minor
Second Major

CREDENTIAL FORM

Credential Type
If your credential is not in the above list, please type the name of your credential here
Status
If Pending, Date Expected
Subject Area
State

TEACHING EXPERIENCE

Check One
Check One
Check One
School District
School Site
Subject AND Grade Level
Principal
Address
City, State, Zip
Phone Number (000-000-0000)
From Date
To Date
Number of years
Reason for Leaving

EMPLOYMENT HISTORY (NON-TEACHING)

Employer Name
Site
Title
Duties / Accomplishments
Immediate Supervisor
Address
City, State, Zip
Phone Number (000-000-0000)
From Date
To Date
Reason for Leaving
Description of Reason For Leaving

EMPLOYMENT PREFERENCES

Full Time
Part Time
Indicate all central office/site jobs for which you wish to be considered.
Indicate all principal positions for which you wish to be considered.
Indicate all assistant principal positions for which you wish to be considered.

ATTRIBUTES

Are you currently under contract with another school district?
If yes, provide date of expiration.
Have you ever been employed by the Sacramento City Unified School District?
If yes, date last worked
Have you filed an application with us before?
If yes, provide the date of your most recent application.
Software Programs
If needed, please insert additional comments to explain information in this application. Please limit your response to 100 words or less.
Will you require any accommodation in order to perform the essential functions of the position you seek?
If yes, please explain:

MULTILINGUAL ABILITIES

Language
If you choose Other, please enter the name of the language.
Abilities

BACKGROUND INFORMATION

District Procedure prohibits the direct supervision of an employee by a relative.

Are you related to any person now employed by this school district?

List the names and positions of all relatives

Can you, after employment, submit verification of your legal right to work in the United States?

Convictions: A conviction may not necessarily disqualify you from the job for which you have applied. Convictions include diversionary offenses, or other offenses that have been plea-bargained, or for which you have pleaded no contest. Failure to reveal convictions is grounds for immediate termination.

Have you resigned from or otherwise left public or private school employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state?

DETAILS >

Have you ever been dismissed or not re-employed in any temporary, probationary, or permanent position?

DETAILS >

Have you ever resigned in lieu of being non-reelected or released?

DETAILS >

Are you now the subject of any inquiry, disciplinary action, review or investigation, in any district, by a teacher-licensing agency, or in the courts of California or any other state in connection with any alleged misconduct?

DETAILS >

Is there any adverse action now pending against any credential you hold which authorizes public school service or teaching in California or any other state?

DETAILS >

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation or speeding? (A conviction may not necessarily disqualify the applicant from the job for which he/she has applied.)

DETAILS >

Have you ever been convicted of a drug/sex offense?

DETAILS >

Have you ever had any professional license, credential, degree, or privilege suspended or revoked?

DETAILS >

REFERENCES

Name
District
Address (Include City/State/Zip)
Title
Work Phone (000-000-0000)
Home Phone (000-000-0000)
Email Address
Fax Number (000-000-0000)

What Happens Next?

- When a position becomes **vacant**, Human Resource Services will **post** the position on the Human Resources Internet web page.

- If **typing or software testing** is indicated on the posting for Confidential, Supervisory, or Classified positions, <u>it is the applicant's responsibility to contact the Testing Center</u> at (916) 643-7455 or (916) 643-7456 to schedule an appointment to test, preferably before the position has closed.

- Once a posted position has **closed**, the appropriate Human Resource Services Analyst or Recruitment and Selection Specialist will **screen** the applications.

- Human Resource Services will **refer qualified candidates for an interview**.

- <u>Management Positions</u>: Fax the following documents to the Recruitment and Selection Specialist (Fax: 916 643-9453) after you have filled out an on-line application <u>and</u> applied for a position(s):

  - Letter of interest.
  - Updated resume.
  - Copies of three <u>current</u> letters of reference.
  - Credentials from California Commission on Teacher Credentialing, as appropriate.

- <u>Confidential and Non-Represented Supervisor Positions</u>: If you are contacted for an interview, the Recruitment and Selection Specialist will ask you to fax (916 643-9453) the following documents:

  - Letter of interest.
  - Updated resume.
  - Copies of three <u>current</u> letters of reference.

- <u>Certificated Positions</u>: The appropriate Human Resource Services Analyst will forward names of referred candidates to the site principal/administrator to interview. If you are contacted by the site for an interview, you will be asked to bring the following documents to the interview:

  - Copies of three letters of reference.
  - Copy of college/university transcripts with degrees posted.
  - Credentials from California Commission on Teacher Credentialing for Certificated positions.

- <u>Classified Positions</u>: The appropriate Human Resource Services Analyst will forward names of referred candidates to the site principal/administrator to interview. If you are contacted by the site for an interview, you will be asked to bring the following documents to the interview:

  - Updated resume.
  - Copies of three letters of reference.
  - Copy of college/university transcripts with degrees posted.

- The Interview/Rating/Recommendation Packet is returned to Human Resource Services.

- Human Resource Services **offers employment** to recommended candidate and notifies candidate to complete the pre-employment requirements/paper processing.

- Once pre-employment processing is completed, then Human Resource Services authorizes a start date. For Management, Confidential, and Non-Represented Supervisor positions, the start date is determined by site principal/administrator.

Substitute Positions

- Human Resource Services will **post** the substitute position on the Internet.

- If **typing or software testing** is indicated on the substitute posting, it is the applicant's responsibility to contact the Testing Center at (916) 643-7455 or (916) 643-7456 to schedule an appointment to test, preferably before the position has closed.

- Contact the Substitute Office at **(916) 643-9493** to follow-up on your application and submit additional documentation.

- Once a posted substitute position has **closed**, the Substitute Office will **screen** the applications.

- Human Resource Services will **refer qualified candidates for an interview**.

10-24-11