



Professional Application

Long Beach Unified School District
 Office of Child Development Centers
 4400 Ladoga Avenue, Lakewood, CA 90713
 (562) 421-8210 • FAX (562) 496-3219

CONTACT INFORMATION

First Name: _____ Last Name: _____
 Social Security Number: _____ Today's Date: _____
 Present Address: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Cell Phone: _____
 E-Mail Address: _____

PERSONAL INFORMATION

Conviction of a crime is not an absolute bar to employment. This district will consider the nature, date, and relationship between the offense and the position for which you are applying.

		No	Yes
1.	Have you ever been convicted of any criminal offense? If "yes," for each conviction please explain. Please be aware that certain convictions need not be reported (see Cal. Code Regulations, Title 2 €11017 and Labor Code sections 432.7 and 432.8). Regardless of California Code of Regulations, title 2, section 11017 and Labor Code sections 432.7 and 432.8, you must report all convictions for sex and/or drug offenses specified in Education Code Sections 44010 and 44011 and any convictions for serious or violent felonies specified in Penal Code sections 667.5 and 1192.7. Convictions set aside pursuant to section 1203.4 of the Penal Code should be disclosed, and such convictions are by law convictions for the purpose of these questions (Educ. Code € 44009). (A conviction will not necessarily disqualify an applicant from the position.) You are solely responsible for making the determination of whether a conviction must be disclosed. District or Personnel Commission staff cannot and will not assist you. Failure to report a conviction otherwise reportable will not be excused by your misunderstanding of the law.		
2.	Have you ever received probation or deferred adjudication of guilt for any criminal offense in this state, in any other state, or in any other country?		
3.	Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial? If "yes," please specify the charge(s), the county in which the charge(s) is/are pending, and date of trial, if set.		
4.	Have you ever been confirmed as a child abuser by any agency in any state?		
5.	Can you provide evidence that you are a US Citizen, or that you have the legal right to work in the United States?		
6.	Have you ever been employed by the Long Beach Unified School District in any capacity? If yes, for what position? _____ From: _____ To: _____		
7.	Are you currently a Long Beach Unified School District or LBUSD Head Start substitute teacher?		
8.	I am capable of performing the essential functions of the position for which I am applying with or without reasonable accommodations.		

EMPLOYMENT PREFERENCE(S)

Select the position for which you are seeking employment.

- Substitute Teacher Coordinating Teacher/Site Supervisor Other: _____

LANGUAGE SKILLS

List up to three languages in which you are fluent.

	Speak	Read	Write

PROFESSIONAL INFORMATION

Have you ever:		No	Yes
1.	been laid off by a school district or program?		
2.	failed to have a contract renewed with a school system?		
3.	been dismissed, non-reelected, terminated or fired from a school district?		
4.	been dismissed, discharged, terminated or fired from any employment?		
5.	resigned in lieu of non-renewal of a contract?		
6.	had a teaching permit, credential or license denied, revoked or suspended in any state?		
7.	received an unsatisfactory performance evaluation from any employer?		
8.	received a less than satisfactory performance evaluation from any employer?		
9.	been placed on disciplinary probation or been suspended from any position?		
10.	received a sanction from a credentialing or licensing authority?		
11.	left a teaching position without official approval of the governing board?		
12.	had any adverse action pending against any credential you hold (now or ever) which authorizes Public School Service or Teaching in California or any other state?		
13.	been suspended without pay, or dismissed from employment, or resigned or retired while an investigation was in progress for possible disciplinary action?		
14.	been dismissed from or disciplined in any position for immoral or unprofessional conduct?		

If you answered "YES" to any of the above items, state the circumstances in writing and include dates, names, cause, address of employers and sentence or fine, etc. Please list any and all convictions, including misdemeanors and/or felonies, you received at any time during your lifetime. The term "conviction" includes a plea or verdict of guilty or finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere.

This request does not include any of the following:

- a. Arrest or detention that did not result in conviction;
- b. Referrals to or participation in pre-trial or post-trial diversion program;
- c. Any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated (e.g., juvenile offense records sealed pursuant to Welfare and Institutions Code section 389 and Penal Code sections 851.7 or 1203.45);
- d. Any arrest for which a pretrial diversion program has been successfully completed pursuant to Penal Code sections 1000.5 and 1001.5.

PLEASE NOTE: Expungement or discharge pursuant to Penal Code section 1203.4 does not relieve you of the obligation to answer these questions truthfully when applying for employment with the Long Beach Unified School District.

EDUCATION

Dates From/To	Degree	Degree Date	College/University	Major	Minor

Undergraduate G.P.A.: _____

Graduate G.P.A.: _____

CERTIFICATION_____
Child Development Permit (Type)_____
Document Number_____
Expiration Date_____
Child Development Permit (Type)_____
Document Number_____
Expiration Date_____
Teaching Credential (Type)_____
Document Number_____
Expiration Date**WORK EXPERIENCE**_____
Dates From / To_____
Company_____
Position_____
Name of Supervisor_____
Address Line 1 (Street and Number)_____
Supervisor Phone_____
Address Line 2 (City, State, Zip)_____
Length of Service_____
Reason for Leaving (Please provide an explanation)_____
Supervisor Title_____
Dates From / To_____
Company_____
Position_____
Name of Supervisor_____
Address Line 1 (Street and Number)_____
Supervisor Phone_____
Address Line 2 (City, State, Zip)_____
Length of Service_____
Reason for Leaving (Please provide an explanation)_____
Supervisor Title_____
Dates From / To_____
Company_____
Position_____
Name of Supervisor_____
Address Line 1 (Street and Number)_____
Supervisor Phone_____
Address Line 2 (City, State, Zip)_____
Length of Service_____
Reason for Leaving (Please provide an explanation)_____
Supervisor Title

All periods of unemployment within the last 10 years must be explained below (e.g. attending school, volunteer work, etc.)

Are you now under contract in another school district or program? No _____ Yes _____

District/Program: _____

District/Program Address: _____

Total Years Teaching Experience: _____

ADDITIONAL INFORMATION

Why are you applying for employment with the Long Beach Unified School District? _____

Describe professional experiences that you feel have significantly contributed to your preparation to enhance student achievement in a diverse urban public school. _____

APPLICANT'S AUTHORIZATION STATEMENT

AGREEMENT

This application is submitted with the understanding that, if I am employed, I must possess (or be qualified to receive) a valid California Child Development Permit for the assignment. It is understood that said permit must be dated no later than the effective date of my employment in the Long Beach Unified School District in order for me to be paid. If employed, I will be required to provide the district with the following: recent photograph, official transcripts of college work with degree posted, verification of teaching experience and work experience (if applicable).

I understand that transcripts, letters of recommendation and other materials received as part of the application packet cannot be returned or copied.

I also understand that all offers of employment are made by the Office of Child Development Centers subject to the approval of the Board of Education and not by individual school sites or administrators.

AUTHORIZATION TO RELEASE INFORMATION

As an applicant with the Long Beach Unified School District, I am required to furnish information for use in determining my qualifications. In this regard I authorize release of any and all information from previous and/or current employers or supervisors. This includes, but is not limited to information of a confidential or privileged nature, or any data or materials which have been sealed and agreed to be withheld pursuant of any prior agreement or court proceeding involving disciplinary matters.

I understand that I will not receive, and am not entitled to know, the contents of confidential reports received, and I further understand that these reports are privileged.

I hereby release and exonerate the Long Beach Unified School District, their agents and representatives, and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing and inspection of such documents, records, and other information. This release shall be binding on my legal representatives, heirs and assigns. A photocopy of this release is to be considered as valid as an original.

I HEREBY AFFIRM THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

I understand that any misstatements of material fact may cause immediate forfeiture on my part of employment with the Long Beach Unified School District and may be cause for dismissal.

The Long Beach Unified School District is an equal opportunity employer and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of race, color, ancestry, national origin, ethnic group identification, age, religion, marital, family, or parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity or expression, or genetic information, political or union affiliation; the perception of one or more of such characteristics; or association with a person or group with one or more of these perceived characteristics. The Long Beach Unified School District prohibits unlawful discrimination, harassment, intimidation, and bullying of any student or employee based on the above characteristics. [View the Long Beach Unified School District's Board Policies regarding Non-Discrimination](#) or [information regarding Title IX](#), which is a federal law that protects against sex discrimination. If you believe you have experienced discrimination, bullying, or harassment, immediately contact the school principal of the involved site and/or the Director, Office of the Deputy Superintendent of Education Services at (562) 997-8108 to report the incident and/or to file a complaint. The LBUSD [Uniform Complaint Procedure](#) policy and forms are available online as well as in all school district offices.

Applicant Signature: _____ Date: _____

PLEASE SUBMIT COMPLETED APPLICATION PACKET TO: cdcjobs@lbschools.net

Mail/Deliver official documents to
Long Beach Unified School District
Office of Child Development Centers
4400 Ladoga Avenue
Lakewood, CA 90713