

## INFORMATION NECESSARY FOR SUBSTITUTE TEACHING

*Please type or print answers to all questions in ink and return to the Human Resources/Credentials Office.*

**Applicant's Legal Name:** \_\_\_\_\_  
Last First Middle

**Social Security Number:** XXX-XX-\_\_\_\_\_  
(Last four (4) only)

**Mailing Address:** \_\_\_\_\_  
Street City State Zip

**Contact Number:** (\_\_\_\_) \_\_\_\_-\_\_\_\_ **E-Mail:** \_\_\_\_\_

**For questions 1-2 answered "Yes," please explain on a separate piece of paper and attach.**

- Has any teaching credential you have held ever been suspended or revoked? ☐ Yes ☐ No
- Have you ever been dismissed or asked to resign from any teaching or administrative position? ☐ Yes ☐ No
- Are you retired from the California State Teachers Retirement System (CalSTRS)? ☐ Yes ☐ No

**I prefer to substitute teach in the following areas** (Select no more than two. Please refer to Area Definitions):

\_\_\_ BAKERSFIELD \_\_\_ N. KERN \_\_\_ W. KERN \_\_\_ E. KERN \_\_\_ DESERT \_\_\_ KERN VALLEY \_\_\_ MOUNTAINS  
\_\_\_ KCSOS (Alternative Education, Special Education, and Valley Oaks Charter School)

**For questions 4-7 answered "Yes," please provide explanation on Criminal Records Response.**

- Have you ever been convicted of a misdemeanor? ☐ Yes ☐ No
- Have you ever been convicted of a felony? ☐ Yes ☐ No
- Have you ever entered a plea of No Contest or Guilty to a misdemeanor? ☐ Yes ☐ No
- Have you ever entered a plea of No Contest or Guilty to a felony? ☐ Yes ☐ No

A conviction will not necessarily disqualify you from employment. Each prospective employee must undergo a background clearance through the Department of Justice prior to employment. Fingerprint clearance is pursuant to Education Code Section 45125(a) as amended by AB 1610, Stats 1997.

*I hereby certify that all statements made in this application are true. I agree and understand that any misstatement of material facts herein will cause (a) rejection of my application and (b) forfeiture on my part to any employment or payment as an employee in the service of the school districts in Kern County. I further agree to be fingerprinted, to submit to a complete medical examination, and upon employment, to furnish such proof of age and citizenship as may be directed.*

\_\_\_\_\_  
**Applicant's Signature (Mandatory)**

\_\_\_\_\_  
**Date**

### KCSOS Office Use Only

**Type of Credential/Permit:**

**Temporary County Certificate Expiration:**

**Medical Exam Form:** ☐ Exempt ☐ On file ☐ STRS

**TB Expiration Date:**

**DOJ Clearance Date:**

**BSR Passed:**

**CANRA:** ☐ On file:

**SHP:** ☐ On file:

**Granted Credential/Permit Expiration:**

**Eligible to substitute teach on:**

☐ Scanned & Updated

☐ Entered on Sub List

**QCC-C/W Id #:**

**Verified by:**

**KCSOS**

## CRIMINAL RECORDS RESPONSE

**NAME**\_\_\_\_\_ **DATE**\_\_\_\_\_

**Position applied for:**\_\_\_\_\_

**Date of infraction:** \_\_\_\_\_

**Penal Code(s) if known:** \_\_\_\_\_

**Brief explanation of infraction:** \_\_\_\_\_

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Do not list any convictions for violation of Health and Safety Code Sections 11357(b) or (c), 11364, or 11365 if the date of conviction for these sections is more than two (2) years prior to date of application.

A conviction will not necessarily disqualify you from employment.

## **AREA DEFINITIONS**

**Select no more than two (2).** Your selection **does not** keep you from applying to any district. Please mark your selections on the *Information Necessary for Substitute Teaching* form.

### **BAKERSFIELD:**

*Bakersfield City, Beardsley, Fairfax, Fruitvale, General Shafter, Greenfield, Panama-Buena Vista, North of River Consortium (Lakeside, Norris, Rio Bravo-Greeley, Rosedale), Standard, and Kern High*

### **NORTH KERN:**

*Delano Elem, Delano JUHSD, Maple, Richland, Semitropic, Wasco Elem., Wasco HS, and North Kern Vocational Training Center*

### **WEST KERN:**

*Belridge, Buttonwillow, Lost Hills, Maricopa, McKittrick, Midway, Taft City, Taft High*

### **EAST KERN:**

*Arvin, Lamont, Tehachapi, Caliente, Edison, DiGiorgio, Vineland*

### **DESERT:**

*Mojave, Muroc, Southern Kern (Rosamond), Sierra Sands (Ridgecrest)*

### **KERN VALLEY:**

*Blake (Woody), Linns Valley-Poso Flat (Glennville), South Fork (Weldon)*

### **MOUNTAINS:**

*El Tejon USD (Lebec, Frazier Park & Pine Mtn Club)*

### **KCSOS**

*Alternative Education and Special Education programs, and Valley Oaks Charter School run by the County Office of Education (KCSOS)*