

# OCEAN VIEW SCHOOL DISTRICT

17200 Pinehurst Lane  
 Huntington Beach, CA 92647  
 (714) 847-2551 Job Hotline (714) 847-4061  
 www.ovsd.org



HUMAN RESOURCES

## MANAGEMENT EMPLOYMENT APPLICATION

**INSTRUCTIONS**

Mail the following to the above address attention:  
 Human Resources

1. Employment Application (type or black ink)
2. Resume
3. CBEST Verification
4. Three letters of recommendation or placement file
5. Copies of current credentials
6. Copy of transcripts (unofficial)
7. Current Mantoux T.B. Test
8. Driver's License or Passport
9. Social Security Card

**OFFICIAL USE ONLY**

Date Job Accepted \_\_\_\_\_

Salary Placement \_\_\_\_\_

Site Placement \_\_\_\_\_

Grade \_\_\_\_\_

Reporting Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Other

Address \_\_\_\_\_  
Street City State Zip SS#

Telephone: Home: ( ) \_\_\_\_\_ Work/Message: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

(OFFICE USE ONLY)

**LIST THE MANAGEMENT OR ADMINISTRATIVE POSITION YOU ARE APPLYING FOR:**

I have reviewed the job description for the position for which I am applying. I would be capable of performing the essential functions of this position without accommodation.  Yes  No

If no, briefly describe the accommodation(s) you require: \_\_\_\_\_

ADM

K-5

6-8

DATE

**CERTIFICATION**

CREDENTIAL(S) HELD - Be Specific

CLAD

BCLAD

BILINGUAL Language: \_\_\_\_\_

Ability:  Fluent  Conversational  Survival

Supplemental Authorization(s):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ALL PAST EMPLOYMENT • TEACHING AND NON-TEACHING (List Most Current First)**

EMPLOYER: \_\_\_\_\_ DATES OF EMPLOYMENT FROM: mo \_\_\_\_ /yr \_\_\_\_  
ADDRESS: \_\_\_\_\_ TO: mo \_\_\_\_ /yr \_\_\_\_  
\_\_\_\_\_  
ANNUAL SALARY: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_ SUPERVISOR TELEPHONE # \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_ GRADE LEVEL TAUGHT: \_\_\_\_\_  
JOB DUTIES: \_\_\_\_\_  
\_\_\_\_\_

EMPLOYER: \_\_\_\_\_ DATES OF EMPLOYMENT FROM: mo \_\_\_\_ /yr \_\_\_\_  
ADDRESS: \_\_\_\_\_ TO: mo \_\_\_\_ /yr \_\_\_\_  
\_\_\_\_\_  
ANNUAL SALARY: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_ SUPERVISOR TELEPHONE # \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_ GRADE LEVEL TAUGHT: \_\_\_\_\_  
JOB DUTIES: \_\_\_\_\_  
\_\_\_\_\_

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ADDRESS: \_\_\_\_\_ TO: mo \_\_\_\_ /yr \_\_\_\_  
\_\_\_\_\_  
ANNUAL SALARY: \_\_\_\_\_  
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JOB DUTIES: \_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
ANNUAL SALARY: \_\_\_\_\_  
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JOB DUTIES: \_\_\_\_\_  
\_\_\_\_\_

EMPLOYER: \_\_\_\_\_ DATES OF EMPLOYMENT FROM: mo \_\_\_\_ /yr \_\_\_\_  
ADDRESS: \_\_\_\_\_ TO: mo \_\_\_\_ /yr \_\_\_\_  
\_\_\_\_\_  
ANNUAL SALARY: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_ SUPERVISOR TELEPHONE # \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_ GRADE LEVEL TAUGHT: \_\_\_\_\_  
JOB DUTIES: \_\_\_\_\_  
\_\_\_\_\_

### EDUCATION

SCHOOL LOCATION	DATES OF ATTENDANCE	MAJOR FIELD OF STUDY	MINOR FIELD OF STUDY	TYPE OF DEGREE YEAR EARNED

### PERSONAL DATA

1. Has your credential ever been suspended or revoked?  Yes  No
2. Have you ever been non re-elected from a teaching position?  Yes  No
3. Have you ever been dismissed or asked to resign from any teaching position?  Yes  No
4. Have you ever been convicted of a crime? Exclude minor traffic violations:  Yes  No
5. Do you have the right to work in the United States?  Yes  No

If yes to number 1, 2, 3 or 4 above, explain: \_\_\_\_\_

If no to number 5 above, explain: \_\_\_\_\_

Are you presently under contract?  Yes  No

If yes, where? \_\_\_\_\_ Present Position: \_\_\_\_\_

If presently employed, why do you wish to change? \_\_\_\_\_

### REFERENCES

NAME	POSITION	ADDRESS/CITY/ZIP	PHONE NUMBERS

