

Bellevue-Santa Fe Charter School
Substitute Teacher Application Process
1401 San Luis Bay Drive, San Luis Obispo, CA 93405
(805) 595-7169

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Thank you for your interest in working as a substitute teacher for Bellevue-Santa Fe Charter School (BSFCS).

Attached is a Substitute Teacher Application. Please complete the application and include the required documentation listed below. **Submit completed packet to the BSFCS office or send to:**

Holly Warrick
1401 San Luis Bay Drive
San Luis Obispo CA 93405

Please submit:

- Application
- Resume
- Letter(s) of Recommendation
- Copy of teaching credential
- Copy of fingerprinting clearance
- Copy of TB clearance within the last three years
- Copy of passage of CBEST

Please become familiar with:

- School philosophy and mission statement
- Content on school website at www.bsfc.org

Once all documentation is received, the applicant may be contacted to schedule an interview with the Administrator or his designee.

The current rate of pay for a substitute teacher is \$120 per day and \$60 per half day. If you have questions about the application procedure, please call the BSFCS office.

**BELLEVUE-SANTA FE CHARTER SCHOOL
SUBSTITUTE TEACHER APPLICATION**

Date of Application: _____

I. Contact Information

Full Name: _____

Address: _____

Home Telephone: () _____ Work Telephone: () _____

Email: _____

II. Teaching Preferences *(please check all that apply)*

____ K-3 ____ 4-6 ____ Science Lab ____ Physical Education

____ Garden ____ After-school Care

Availability *(please check all that apply)*

____ M ____ T ____ W ____ Th ____ F

Notes on availability: _____

(continued on next page)

III. CREDENTIAL INFORMATION

Before you can begin working, you must have a valid California Teaching Credential.

A. California Credential you now hold:

Expiration Date: _____

B. Have you ever had any adverse action on your credential? YES ____ NO ____ (If yes, explain on a separate sheet of paper.)

C. Have you ever had an credential, application, permit, license, or other document authorizing public school service or teaching suspended, revoked, voided, denied, and/or otherwise rejected for cause in California or any other state?
YES ____ NO ____ (if yes, explain on a separate sheet of paper)

D. Have you passed the CBEST? YES ____ NO ____

IV. PERSONAL DATA

A. Have you ever been discharged or requested to resign from a position? YES ____ NO ____ (If yes, explain on a separate sheet of paper.)

B. Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or in any other state? YES ____ NO ____ (If yes, give the Section code of the offense and explain the circumstances)

C. Do you have a pending felony or misdemeanor case? YES ____ NO ____ (If yes, please attach a written statement explaining the circumstances)

(A conviction will not automatically bar you from consideration for employment. However, if you fail to disclose a conviction, that failure will disqualify you from the employment process. Education Code mandated under AB 1610 and AB 1612 prohibits hiring individuals convicted of narcotics, sex offenses, or serious and violent crimes. Fingerprint criminal history clearance is required by law of all school employees prior to date of employment.)

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I hereby certify that the information contained in this application is true to the best of my knowledge and belief and acknowledge that any misrepresentation may result in an invalid application, denial of interview, loss of offer of employment, and dismissal if employed. I release from all liability persons and organizations reporting information required by this application.

Date: _____ Signature: _____

V. AFTER YOU HAVE QUALIFIED FOR THE BSFCS SUBSTITUTE LIST.

The law requires written proof that you are entitled to work in the United States (i.e. Passport, Social Security Card, Birth Certificate, Driver's License).