

# LOS ANGELES UNIFIED SCHOOL DISTRICT

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Dear Retiree:

Thank you for your interest in serving our students as a substitute. **Your request to return as a substitute does not guarantee employment with our school district. Reemployment is contingent on current District needs.** Please visit our website [www.teachinla.com](http://www.teachinla.com) regarding substitute teaching information. Refer to the California Basic Educational Skills Test (CBEST) information to determine if you are exempt from the CBEST requirement.

### REQUIRED DOCUMENTS

- ✓ Completed Application (Form 1441)
  - ✓ Certificate of Medical Examination (Form 8457) and Tuberculosis Clearance (Form 8459) can be accessed from our website: [www.teachinla.com/hr\\_forms.html](http://www.teachinla.com/hr_forms.html) \*
  - ✓ Completed **Employment Authorization for Retirant** (Form 1440) \*
  - ✓ STRS award letter (Form MS 1210 or SR1210) with retirement date posted
  - ✓ Verification of credential-unless you retired from LAUSD
  - ✓ Letter(s) of recommendation from your last supervisor on letterhead, are required.  
Additional references may be required after review of your application.
  - ✓ Employment Eligibility documents (for example: U.S. Passport or Driver License and Social Security Card) unless you retired from LAUSD
  - ✓ If you are applying to substitute other than teaching (K-12), additional documents and authorizations are required. Check with the office/division who is hiring you.
- \*The Certificate of Medical Examination, Tuberculosis Clearance, and Employment Authorization Retirant **should not be completed until you have been approved and cleared for substitute employment.**

When we are processing substitutes, you will need to telephone the Certificated Recruitment and Selection Section at (213) 241-5300 for an appointment. Our staff looks forward to assisting you on the day of your processing. Please plan to spend approximately 2-3 hours to complete all processing. Again, thank you for your interest in a substitute position with our District.

Sincerely,

Arnold M. Weiner

LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION  
CERTIFICATED EMPLOYMENT OPERATIONS

## CBEST CHART FOR RETIREES

APPLICANT	CBEST REQUIRED	CBEST NOT REQUIRED
Hold a Full California Credential issued on or before <b>02/01/1983</b>		Needs to be verified with CTC (Commission on Teacher Credentialing)
Retirees who return within 39 months from last day of paid service		Not required
Retirees who return after more than 39 months. Exempted only if employed in a certificated position utilizing their CA credential.  (i.e. PAR Teachers)	1. Take Mini-CBEST* and need to pass Regular CBEST within one year of passing Mini-CBEST  or 2. Take the TTA (Teacher Training Academy)	<b>Not required if meets all criteria:</b> <ul style="list-style-type: none"> <li>• Taught 15 or more years in a CA Public School</li> <li>• Employed at least 5 of those 15 years in the same school district where employment is sought</li> <li>• Has been employed as a Teacher or Administrator within the last 10 years</li> </ul>

\*Can take Mini-CBEST one time only

Upon taking and passing the Mini-CBEST you will need to sign a  
STATEMENT OF INTENT – ONE YEAR PENDING CBEST

PLEASE READ PRIOR TO PROVIDING ANY  
POST-RETIREMENT CERTIFICATED SERVICE  
2009-2010 School Year

Please read the information below which addresses post-retirement employment, the annual CalSTRS earnings limit, current exemptions from the earnings limit, and changes in creditable compensation (Assembly Bill 2700, effective July 1, 2002). One exemption (EC 24214 e), conditions eligibility based on a required break from the performance of creditable service for any period of at least 12 consecutive months after the most recent retirement.

**Notice**

CalSTRS sets an annual limit to the amount a retiree may earn in certificated positions in California public schools. CalSTRS will reduce the member's retirement allowance by the compensation earned in excess of the annual dollar limit. Effective July 1, 2009, the earnings limit is \$30,580 for the 2009-10 school year. However, in order to encourage experienced teachers back to the classroom in grades K-12 and provide other specified services, current laws provide for certain exemptions from the earnings limit for specified periods under designated conditions. Below is a summary of these exemptions.

Changes to the definition of creditable compensation (AB 2700, effective July 1, 2002) expand the categories of service deemed to be creditable compensation, (e.g., summer school, temporary certificated assignment, etc.). These, as well as all other creditable service which are not expressly exempt from the post-retirement earnings limit, will be reported to CalSTRS and counted toward your earnings cap.

**CALSTRS EXEMPTIONS TO THE POST-RETIREMENT EARNINGS LIMITATION**

<b>EDUCATION CODE/ EFFECTIVE DATES</b>	<b>LEGISLATION LIMITATIONS</b>	<b>ELIGIBILITY</b>	<b>REQUIRED FORM/CERTIFICATE</b>
Education Code Section 24216.5  In effect only until 6/30/10	Exemptions to the CalSTRS Earnings Limitation for Retired Members Employed to Teach in Grades K-12, participating in Teacher Preparation Programs, or retired members employed to provide instruction and pupil services to students enrolled in Special Education or English language learner programs.	Any member retired for service on or before January 1, 2007 and employed to teach or provide services, as specified.	Direct Classroom/Remedial Exemption Form (SR0126).
Education Code Section 24214(e)  In effect only until 6/30/10	Exemption to the STRS Earnings Limitation for Retired Members Returning to Work After a Break of Twelve (12) Consecutive Months.	Any member retired for service that has not performed creditable service for at least 12 consecutive months after retirement.	None.
Education Code Section 24216.6  In effect only until 6/30/10	Exemptions to the Earnings Limitation for Retired Members Employed to Provide Direct Remedial Instruction to Pupils in Grades 2 - 12	Any member retired for service on or before January 1, 2007 employed to provide remedial instruction in Grades 2 - 12, as specified in EC 37252 and 37252.2.	Direct Classroom/Remedial Exemption Form (SR 0126).  Remedial instruction must be performed outside of regular school hours.



**Los Angeles Unified School District  
Human Resources Division – Certificated Employment Operations**

**RETIREE APPLICATION FOR SUBSTITUTE EMPLOYMENT**

APPLYING TO WORK AS:  Teacher (K-12)  Nurse  PSY  Counselor  Other \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Employee No. \_\_\_\_\_

APPLICANT INFORMATION:

Name: _____			Telephone: Res: _____	
Last	First	Middle	Bus: _____	_____
Address: _____				
_____				
City	State:	Zip:		

1. Former name(s) by which records may be identified: \_\_\_\_\_
2. List effective date of recruitment: (mm/dd/yy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
3. Do you have valid California teaching credentials :  Yes  No
4. CERTIFICATED EXPERIENCE: Give full and accurate data regarding your most recent three (3) years of PAID EXPERIENCE. List your most recent experience first.

Name of School or Office	Location	Principal or Supervisor	Grade (Level)s	Date (Years) From	Date (Years) To

5. In order for this application to be processed you must be receiving service retirement payments from the California State Teachers Recruitment System. Are you receiving such payments?  Yes  No
6. Have you served in the U.S. Armed Services?  Yes  No
7. This application MUST be signed on page 2 of the Agreement to Employment.



**AGREEMENT TO EMPLOYMENT**

1. **CONVICTIONS:** You MUST complete Form 6087 if you have ever been convicted, fined, placed on probation, given a suspended sentence, or forfeited bail in connection with any violation of law, regardless of any subsequent court dismissal or expungement, with the exception of minor traffic violations such as parking or speeding.

**PENDING COURT CASES:** You MUST complete Form 6087 if you have any pending criminal court cases.

DO YOU HAVE A CONVICTION OR PENDING CRIMINAL COURT CASE TO REPORT ON FORM 6087?

Yes  No

Verified By:	Date:
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2. **FOR EVALUATIONS THAT DENOTE LESS-THAN-SATISFACTORY SERVICE:** "I understand that, if I have been issued an evaluation of any kind that denotes less-than-satisfactory service while employed with the Los Angeles Unified School District, or while serving in any school or district, public or private during the past five (5) years including evaluations currently pending, I must attach a statement on Form 1088, Report of Evaluation of Less-Than-Satisfactory Service." This information will be considered in your evaluation for employment with the Los Angeles Unified School District. Yes  No  "If yes, request a copy of Form 1088."

Verified By:	Date:
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AN EVALUATION INDICATING LESS-THAN-SATISFACTORY SERVICE BY ITSELF DOES NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT. HOWEVER, FAILURE TO ACCOUNT FOR ALL EVALUATIONS INDICATING LESS-THAN-SATISFACTORY SERVICE EITHER BY NOT REQUESTING FORM 1088 OR FAILING TO DECLARE ALL EVALUATIONS OF LESS-THAN-SATISFACTORY SERVICE ON FORM 1088 WILL RESULT IN DISQUALIFICATION OR DISMISSAL.

3. Have you ever had a 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 or place?

Yes  No

4. Have you resigned from or otherwise left any type of employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state or place?

Yes  No

5. Have you ever been dismissed from or not reemployed by a public or private school while holding a teaching or non-teaching position(s), or while in any other type of employment?

Yes  No

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

Yes  No

7. Is any adverse action now pending against a credential or permit which you hold and which authorizes public school service or teaching in California or any other state?

Yes  No  #3 - 7

Verified by:	Date
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"I understand that, if I have responded yes to any question (numbers 3 - 7) above, I must complete Form 1086."

8. "I understand that, before I may be assigned to a District position, I must meet the health standards required by the state of California. This includes a test for tuberculosis (must be determined through a Mantoux Tuberculin skin test or chest x-ray if you have ever tested positive) pursuant to Education Code 49406 and certification from a licensed physician that my health meets state standards, in accordance with Education Code 44839, to perform in the position for which I am applying. I further understand that this is at my own personal expense."

9. "I understand that, prior to employment, each new employee of the Los Angeles Unified School District must complete and sign the Oath of Allegiance required of all public employees by Section 3, Article XX, of the Constitution of the State of California."

10. "I understand that, in order to teach in the Los Angeles Unified School District, it is necessary to hold or be eligible for a valid teaching credential issued by the Commission on Teacher Credentialing, Sacramento, California."

11. "I understand that recent changes in the federal immigration laws (Immigration Reform and Control Act of 1986) require employers to verify and attest to the authorization of all new employees to work in the position offered. This requirement applies to all applicants. At the time of hiring, I must submit certain documentation in order to establish both my identity and employment authorization. For example, I may be asked to present my driver's license and Social Security card, birth certificate or passport."

12. "I understand that the Education Code Section 44838 requires that, if I have ever rendered military service. I must indicate such, and submit, as part of this application, a copy of the discharge release from service."

"I hereby certify that I have completed this application accurately and that I have read the statements above. I authorize the Los Angeles Unified School District to obtain information concerning me from former employers and any other persons I have given as references. I release all concerned from liability in connection therewith. I understand that incomplete or false statements may disqualify me from employment with the Los Angeles Unified School District."

Signature \_\_\_\_\_

Date \_\_\_\_\_



LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES - CERTIFICATED EMPLOYMENT OPERATIONS

EMPLOYMENT AUTHORIZATION FOR RETIRANT

READ "INSTRUCTIONS FOR COMPLETION"

SECTION I - TO BE COMPLETED BY RETIRANT

NAME OF RETIRANT (LAST, FIRST, MIDDLE INITIAL, MAIDEN)		SOCIAL SECURITY NUMBER	
DATE OF RETIREMENT	DATE OF LAST EMPLOYMENT	DISTRICT AND COUNTY RETIRED FROM	DATE OF BIRTH
HAVE YOU BEEN EMPLOYED IN CALIFORNIA PUBLIC SCHOOLS SINCE RETIREMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF "YES", WHAT WAS DATE OF LAST EMPLOYMENT AS A RETIRANT?	
COMPLETE ADDRESS OF RETIRANT (NUMBER, STREET, CITY, STATE, ZIP CODE)			
<i>I hereby authorize the named physician to release to the State Board of Education, and any County Superintendent of Schools, the governing board of a school district to which I have applied for employment, and representatives of any of them, any and all information regarding my physical or mental condition, including but not being limited to the history, findings, diagnosis, treatment given, present condition and prognosis.</i>			
SIGNATURE OF RETIRANT		DATE SIGNED	

SECTION II - TO BE COMPLETED BY PHYSICIAN

CERTIFICATION OF FREEDOM FROM CONTAGIOUS OR INFECTIOUS DISEASE			
<i>I hereby certify that, I am licensed to practice as a physician and on the date shown below I examined the above named person and found him/her to be free from any contagious or infectious disease including freedom from active tuberculosis. *</i>			
		(      )	
Signature of Physician	State License Number	Area Code	Telephone Number
TYPE OR PRINT NAME OF PHYSICIAN		SIGNATURE OF PHYSICIAN	
BUSINESS ADDRESS OF PHYSICIAN		DATE OF EXAMINATION	
*Important - A notice from a public health agency or unit of the Tuberculosis Association may be substituted for only that part of the physician's statement relating to tuberculosis.			

SECTION III - TO BE COMPLETED BY EMPLOYING SCHOOL DISTRICT

NAME OF SCHOOL DISTRICT <b>LOS ANGELES UNIFIED SCHOOL DISTRICT</b>		DISTRICT NUMBER <b>556</b>
EMPLOYEE RETIRED FROM LOS ANGELES UNIFIED, LOS ANGELES COMMUNITY OR A COUNTY OTHER THAN LOS ANGELES <input type="checkbox"/> YES <input type="checkbox"/> NO	IF "YES" OBTAIN AND ATTACH A COPY OF THE STRS FORM MS 1218 WHICH THE TEACHER RECEIVED FROM THE STATE	
DATE SERVICE WILL BEGIN	SERVICE MAY NOT BE RENDERED PRIOR TO THE DATE OF PHYSICIAN'S CERTIFICATE (SECTION 11-A)	
RETIREMENT CATEGORY TEN (10) MUST BE USED FOR PAYROLL PURPOSES		
SIGNATURE OF AUTHORIZED DISTRICT OFFICIAL		DATE SIGNED

FOR OFFICE USE ONLY

VERIFIED RETIREMENT DATE	APPROVED
EMPLOYMENT AUTHORIZATION VALID BEGINNING	CERT



INSTRUCTIONS FOR COMPLETION OF  
EMPLOYMENT AUTHORIZATION FOR RETIRANT

NOTE TO RETIRANT

1. Complete Section 1.
2. Your physician must complete Section II.
3. Your initial employment following retirement cannot commence prior to the date your physician has signed the "Certification of Freedom from Contagious or Infectious Disease" in Section II of this form, or the effective date of your retirement, whichever is later. Complete this form and return to the school district.
4. Pursuant to E.C. 44839.5 states that your medical examination required for initial employment as a retirant shall be at the retirant's expense and shall be conducted not more than six months before completion and submission of the certificate which is Section II of this form.
5. A school district or county superintendent of schools which initially employed a retirant, or subsequently employs a retirant, or subsequently employs a retirant, may require a periodic medical examination to determine that the retirant is free from communicable disease. The periodic medical examination shall be at the expense of the school district or county superintendent.
6. Pursuant to Education Code Section 24214 (e) effective through June 30, 2009, individuals retired for serve who have not performed creditable service for at least 12 consecutive months after retirement may be temporarily employed to perform certificated services without an earnings limitation.
7. Pursuant to Education Code Section 24216.6 effective through June 30, 2010, STRS members retired from service on or before January 1, 2007 who are employed to provide direct remedial instruction to pupils in grades 2-12, as specified, may be exempt from the earnings limit.

NOTE TO EMPLOYING SCHOOL DISTRICT

1. Complete Section III of this form.
2. A retired Teacher Employment Authorization form must be filed with the Los Angeles County Superintendent of Schools only by the school district initially employing a teacher after his/her retirement. This form is also required on initial employment of a retirant as a consultant or independent contractor if earnings are paid on a salary warrant.
3. In Section 1, if the teacher indicated he/she has not been employed in the public school system since retirement you are the initial employing district. The initial district should not request credential Verification of Registration information. Verification of Registration information will be sent to the district with the approved authorization copy.
4. If the teacher retired from either the Los Angeles Unified or the Los Angeles Community College district or from a county other than Los Angeles County, a copy of the STRS allowance form (which the teacher received from the state office) must be attached to the initial Retired Teachers Employment Authorization.
5. In Section 1, if the teacher indicated he/she has been employed in the public school system since retirement, it is not necessary to file a Retired Teacher Employment Authorization. After the initial Retired Teacher Employment Authorization has been filed with the Credentials Section of the Division of School Financial Services at the County Office, the Verification of Registration information will be sent to the employing school district.

/mdanila