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LOS ANGELES UNIFIED SCHOOL DISTRICT

Human Resources Division
Early Childhood Education
333 South Beaudry Avenue, 15th Floor
Los Angeles, California 90017
Telephone: (213) 241-2404
Fax: (213) 241-2479

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GENERAL COUNSEL

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CHIEF HUMAN RESOURCES OFFICER

STEVEN D. BRANDICK
DIRECTOR

Dear Applicant:

Thank you for your interest in employment with the Los Angeles Unified School District's Early Childhood Education Centers. Please submit the following documents:

1. Application form completely filled out and signed
2. Two sets of official transcripts* from all colleges and universities attended.
3. Letter of Recommendations signed on official letterhead, which reflects your most recent five (5) years of employment or related experiences. Employment Verification will not be accepted.
4. Permit or Credential
 - a. If you hold a current Child Development Permit or Credential submit a photocopy
 - b. If you do not have a current Child Development Permit or Credential submit a "Verification of Experience" form, signed by a site administrator.
5. A current certificate or card showing completion of a 15 hour course in Pediatric CPR and First Aid training.

For your convenience, there is a link to the application packet at www.teachinla.com/ladder. Please download the application packet forms, complete, print out and sign where applicable and send it to:

Los Angeles Unified School District
Early Childhood Education Human Resources Unit
333 South Beaudry Avenue, 15th Floor
Los Angeles, CA 90017

Your application can be expedited if you walk it in.

If you qualify for an Early Childhood Education Teacher position, you will be contacted to schedule an interview. We look forward to hearing from you.

If you have any questions or need additional information, please contact Cheryl Wilson at (213) 241-2404.

Sincerely,

Steven Brandick, Director

* Transcripts from an institution in a country other than the United States must be accompanied by an evaluation by the International Education Research Foundation Inc., or another approved organization. These organizations are private agencies and charge a fee for their service.

**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
EARLY CHILDHOOD EDUCATION**

APPLICATION FOR EARLY EDUCATION CENTER TEACHER

DATE: _____

Full -Time Substitute

SOCIAL SECURITY# _____ - _____ - _____

1. NAME: _____ Res. () _____ Bus. () _____
Last First Middle Telephone

2. ADDRESS: _____ APT. # _____
 CITY: _____ STATE: _____ ZIP CODE: _____

Email address: _____

3. Have you ever applied for or taken an examination with LAUSD? Yes No
4. Are you a current or former employee of LAUSD? Yes No From _____ To _____
5. Former name(s) by which records may be identified: _____
6. Are you now under contract with another school district? Yes No
7. If you currently hold a California teaching credential or Child Development Permit, indicate type and expiration date: _____

8. EDUCATION:

COLLEGE or UNIVERSITY <small>(List any additional colleges on a separate sheet of paper)</small>	CITY & STATE	NO. OF UNITS IN EARLY CHILDHOOD EDUCATION	DEGREE	DATES (MONTH & YEAR)	
				From	To

9. **PAID TEACHING EXPERIENCE:** Current LETTER(S) OF RECOMMENDATION are required for your most recent four years of experience. Additional letter(s) of recommendation may be required after an evaluation of your application.

WORK SITE & SITE ADMINISTRATOR	COMPLETE ADDRESS & ZIP CODE	SITE ADMINISTRATOR Email & Phone	DATES (MONTH & YEAR)	
			From	To

10. **EMPLOYMENT AS AN AIDE:** Current LETTER(S) OF RECOMMENDATION are required for your most recent four years of experience. Additional letter(s) of recommendation may be required after an evaluation of your application.

WORK SITE & SITE ADMINISTRATOR	COMPLETE ADDRESS & ZIP CODE	SITE ADMINISTRATOR Email & Phone	DATES (MONTH & YEAR)	
			From	To

Your application cannot be included in the evaluation for probationary status if a reference for each of the experiences within the most recent four years is not included.

FOR OFFICE USE ONLY

Probationary Teacher Exam: _____ English Usage: _____ Day to Day Sub. _____

Associate Teacher Permit Teacher Permit Master Teacher Permit Site Supervisor Permit Program Director Permit

AGREEMENT TO EMPLOYMENT

1. **CONVICTIONS:** I understand that if I have ever been (1) convicted or pled nolo contendere (no contest), or, (2) fined, or (3) placed on probation for any violation of the law, either a misdemeanor or felony, regardless of any subsequent court action of dismissal or expungement, I must attach a statement on Form 6087, giving a full explanation, including dates, places, charges and disposition of all cases. (Do not include traffic violations involving faulty equipment, parking and signals or speeding).

PENDING COURT CASES: "In addition to convictions, I must also list any pending criminal court cases on Form 6087."

"I request a copy of 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 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.

"I request a copy of form 1088" Yes No

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. Has the California Department of Social Services ever denied you permission to be present in any of their licensed facilities? Yes No Has Department of Social Services ever granted an exemption for you? Yes No

Verified by:	Date:
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4. "I understand that before I may be assigned to a District position, I must meet the health standards as required by the State of California. This includes a test for tuberculosis (Mantoux test or chest X-ray) 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."

5. "I understand that Education Code 44838 requires that if I have ever rendered military service, I must indicate such, and submit with this application a copy of the discharge or release from service."
I have served in the U.S. Armed Services." Yes No

6. "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."

7. "I understand that in order to teach in the Los Angeles Unified School District Early Education Centers, it is necessary to hold or to be eligible for a valid Child Development Teacher Permit issued by the CA Commission on Teacher Credentialing."

8. "I understand that if I am employed, I must submit two official transcripts from each college/university attended, showing all course work completed. These will be used for salary and credential purposes. If I already possess the California credential or permit, only one official copy from each college/university is needed."

9. "I understand that if District selection requirements for my teaching position include written examinations, or a technical oral interview, I must take and pass District approved written examinations and a technical oral interview before probationary status can be granted."

"I hereby certify that I have completed this application accurately to the best of my knowledge, and that I have read the statements above. I understand that incomplete or false statements may disqualify me from employment with the Los Angeles Unified School District."

Signature: _____

Date: _____

MAILING ADDRESS:

**Los Angeles Unified School District
Human Resources Division
Early Childhood Education Unit
333 S. Beaudry, 15th Floor
Los Angeles, CA 90017**

VERIFICATION OF EXPERIENCE

This is to certify that _____

Has served satisfactorily from _____ to _____
Month/Year Month/Year

In the position of _____

With the following age group _____

Full time

Part Time _____ hours/day; _____ days/week

Day to Day Substitute Total number of days in substitute position _____

at the following location:

School/agency: _____

Address: _____

City _____ State _____ Zip Code _____

Telephone _____

Verified by:

Signature: _____

Name: _____

Title: _____

Date: _____