



Substitute Teacher Application Procedures

All applications are to be sent to:

Discovery Charter School
Mrs. Debby Perry, Superintendent/Executive Director
4021 Teale Avenue
San Jose, CA 95117

The following materials are required for a completed application packet:

1. Certificated/Classified Confidential Employment Application
2. Resume
3. Two letters of recommendation
4. Copy of California Teaching Credential or Substitute Teaching Permit
5. Copies of transcripts and CBEST results

All materials must be submitted to be considered for an interview. Incomplete applications will not be considered. We will contact you by telephone and/or email if you are selected for an interview.

**PLEASE PRINT THE APPLICATION AND MAIL IT WITH THE REQUIRED DOCUMENTS ATTACHED.
WE CANNOT ACCEPT E-MAILED APPLICATIONS.**

AN EQUAL OPPORTUNITY EMPLOYER

Discovery Charter School is an equal opportunity employer. All positions are available to qualified applicants regardless of race, sex, sexual orientation, religion, color, national origin, ancestry, age, disability, or any other protected category pursuant to state or federal law or local ordinance. Any concerns should be reported to: Debby Perry, 4021 Teale Ave., San Jose, CA 95117, dperry@discoveryk8.org

CALIFORNIA CREDENTIALS:

California credentials you now hold: _____ Expiration Date: _____

California credentials for which you have applied: _____ Application Date: _____

STUDENT TEACHING OR FIELD WORK:

| From (Date) | To (Date) | Subject, Grade Levels, or Area | Name and Address of Master or Cooperating Teacher | College or University | Hours (Semester or Quarter) |
|-------------|-----------|--------------------------------|---|-----------------------|-----------------------------|
| | | | | | |
| | | | | | |

EXPERIENCE: List all employment beginning with your present employment and work history. Also include periods of unemployment. Use additional sheets if more space is required.

Present Employer _____ From _____ To _____
Month/Year Month/Year
 Address _____ Total _____
Month/Year
 Phone _____ Supervisor _____
 Your Title _____ Full-Time _____ Part-Time _____
 Duties _____ Last Salary _____
 _____ Reason for Leaving _____

Former Employer _____ From _____ To _____
Month/Year Month/Year
 Address _____ Total _____
Month/Year
 Phone _____ Supervisor _____
 Your Title _____ Full-Time _____ Part-Time _____
 Duties _____ Last Salary _____
 _____ Reason for Leaving _____

Former Employer _____ From _____ To _____
Month/Year Month/Year
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 Phone _____ Supervisor _____
 Your Title _____ Full-Time _____ Part-Time _____
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Month/Year Month/Year
 Address _____ Total _____
Month/Year
 Phone _____ Supervisor _____
 Your Title _____ Full-Time _____ Part-Time _____
 Duties _____ Last Salary _____
 _____ Reason for Leaving _____

Specify any language, other than English, which you speak, read, or write: **(Check all that apply)**

| | | | | |
|-------|-------|-------|-------|--------|
| | Speak | Read | Write | Fluent |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

REFERENCES: (Other than relatives or former employers)

| NAME | ADDRESS | PROFESSION & PHONE NUMBER |
|------|---------|---------------------------|
| | | |
| | | |
| | | |

ADDITIONAL REMARKS: Please provide details to above items and/or any further information you believe is pertinent.

I hereby certify that all statements made herein are true and correct to the best of my knowledge and belief and authorize investigation of all statements herein recorded. Any misstatements, omissions, or false statements are a cause for rejection, removal from eligibility or dismissal. I release from all liability persons and organizations reporting information required by this application.

 Signature of Applicant

 Date

Discovery Charter School celebrates diversity and is an equal opportunity employer. The School will make reasonable accommodations for applicants with disabilities. We invite and encourage highly qualified candidates with diverse cultural backgrounds to apply for posted vacancies.