

**Ventura Charter School of Arts and Global Education**  
Substitute Application Packet

Dear Applicant,

Thank you for your interest regarding a substitute teaching position with our school. You may pick up a packet of forms from the school office. Please be prepared to include the following supporting material with your application.

<b>Substitute Teaching Required Documentation</b>
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| <ul style="list-style-type: none"><li>• Employment Application</li><li>• Current Resume</li><li>• Copy of Transcripts with a minimum Bachelor's Degree</li><li>• Copy of CBEST Test Scores</li><li>• Copy of Drivers License</li><li>• Copy of Social Security Card</li><li>• Copy of TB clearance</li><li>• Fingerprint Clearance</li><li>• Voided personal check for automatic deposit</li></ul> |
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Ventura Charter School of Arts and Global Education and its Governing Board are committed to employment practices and programs that are high-quality, non-discriminatory and in full compliance with all state and federal laws. Therefore, all programs, activities and employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disabilities or any other unlawful consideration.

To express your interest; if you have any questions, please call (805) 648-5503. To keep informed of current opportunities, please check our website at:

**[www.venturacharterschool.org](http://www.venturacharterschool.org)**

Your application will be kept active for a period of one year. At the end of the initial one year period, you may have your application held active for an additional year by submitting a letter indicating that desire along with an updated resume.

Thank you for your interest in Ventura Charter School of Arts and Global Education.

Sincerely,

**Lisa Hildebrand**  
**Director of Education**

# Ventura Charter School of Arts and Global Education Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.  
Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code  
Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

## Credentialing Information

Do you have a California Credential YES NO If no, but you have an out-of-state credential, list state & Issuance date \_\_\_\_\_  
   
Type of Credential: \_\_\_\_\_ Subject Authorization on Credential: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Type of Credential: \_\_\_\_\_ Subject Authorization on Credential: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Do you have an ELL Authorization: YES NO If yes, check appropriate authorization: CLAD ELL Author BCLAD  
      
Do you have bilingual skills? YES NO If yes, Language & Proficiency: Fluent Intermed. Basic

## Education Information

College \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_ Sem Units: \_\_\_\_\_  
   
College \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_ Sem Units: \_\_\_\_\_

## School Experience

School: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Subject/Grades Taught: \_\_\_\_\_  
School: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Subject/Grades Taught: \_\_\_\_\_

## Other Information

Have you ever been convicted of a felony? YES NO If yes, attach a written explanation

*Read carefully before signing: I certify that all statements made in this application are true and correct to the best of my knowledge and authorize investigation of all statements recorded herein. I understand that falsification of any information by misstatement, misrepresentation or omission of fact may be grounds for disqualification or dismissal from employment with Ventura Charter School of Arts and Global Education. I hereby authorize all previous employers and listed references to give any and all information regarding my employment, plus any other information from personal knowledge or records. I release from all liability persons and organizations reporting information required by this application.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VENTURA CHARTER SCHOOL OF ARTS AND GLOBAL EDUCATION  
SUBSTITUTE SALARY SCHEDULE**

POSITION	SCHEDULE	DAILY RATE
*SUBSTITUTE TEACHER 1-15 days	06/1/1	\$125.00
*SUBSTITUTE TEACHER 16-30 days	06/1/2	\$135.00
*SUBSTITUTE TEACHER 31+ days	06/1/3	\$175.00
*SUBSTITUTE TEACHER 91+ days	06/14	\$231.00