

Teacher Application

National University Virtual High School
11355 N. Torrey Pines Rd La Jolla CA 92037-1011
(858) 642-8850 Fax (858) 642-8750

Human Resources

Thank you for your interest in a certificated position in National University Virtual High School
Please submit the following to complete your application:

1. Completed Application for Position Requiring Certification, Applicant Supplement, CBEST Applicant's Statement, Authorization to Release Information
2. Copy of credential(s) or verification of eligibility for Credential(s). If you are currently enrolled in a teacher training program and completing requirements for certification, please indicate on the application.
3. Three (3) letters of reference and recent teaching evaluations, or College/University placement file.
4. Resume.
5. Copies (unofficial) of college or university transcripts.

Please note: It is your requirement to submit your request for consideration for each available position you desire. It is the applicant's responsibility to maintain updated information in the Human Resources Department.

You may also visit our website at <http://www.nuvhs.org> and monitor the current opportunities by clicking on Employment Opportunities.

Your application will be kept on file for one year after receipt. Applications may be retained for longer periods if a request is received annually. Please keep this page for your information.

Teaching position interviews are arranged by the principal/designee where the position has been advertised. Due to the availability of many qualified applicants, interviews cannot be guaranteed to each applicant.

Certificated position contracts are contingent upon the ability of the applicant to secure the proper California credentials. Verification that the applicant has met the requirements of California certification may be a letter from a commission-approved teacher training college or university, or written verification from the Commission on Teacher Credentialing. Information regarding California teaching credentials may be obtained by writing or calling:

Credential Section
San Diego County Office of Education
6401 Linda Vista Road, Room 404
San Diego, CA 92111
(858) 292-3581
Website: <http://www.sdcoe.k12.ca.us>

California Commission on Teacher Credentialing
State of California
P.O. Box 944270
Sacramento, CA 94244-2700
(916) 445-7254
Website: <http://www.ctc.ca.gov>

Out of State Applicant Information

All applicants must be eligible for California teacher certification, and fingerprint clearance is mandatory. Applicants who have completed an out-of-state teacher training program are eligible for a one-year California teaching credential.

Applicants who are hired at NUVHS and have the one-year credential will be required to complete the following to renew the credential.

- 1. Successfully complete the California Basic Educational Skills Test (CBEST).**
- 2. Successfully meet the subject matter requirement or meet the required score on the PRAXIS/SSAT Examinations for the particular subject area.**
- 3. Enroll in an approved teacher training college or university and begin completing necessary course work for the California professional clear teaching credential. The required course work includes:**
 - A. Health Education for secondary teachers**
 - B. Computer course for secondary teachers**
 - C. Special Education course for teachers -- Mainstreaming**
 - D. The teaching of reading -- secondary level**
 - E. Have completed or complete a course in political science or U.S. History to verify meeting U.S. Constitution requirement**
- 4. Recommendation of a Commission approved college or university unless training and fifth year of college education completed outside of California.**

The college or university has discretion of waiving these requirements if applicant has completed similar course(s) at another college or university.

Applicant For Position Requiring Certification

PLEASE PRINT OR TYPE

ATTACH A COPY OF YOUR CREDENTIAL

Name: _____ <i>Last First Middle (Other last names used)</i>	Date: _____
Permanent Address: _____ <i>Street City State Zip</i>	SS.: _____
Applying For: Regular Contract _____ Daily Substituting _____ R.O.P. _____	Home Phone: _____
Are you presently under current contract? _____ Date you will be available: _____ Current Employer: _____	Business Phone: _____
Immediate Supervisor: _____	Phone Number: _____

<i>Name of Credential</i>	<i>Subjects on Credential</i>	<i>Expiration Date</i>
California Credential(s):	_____	_____
	_____	_____
	_____	_____

Specific Credentialed Teaching Expertise in Order of Preference:
(Ex. credential in Business — Typing, Shorthand, Gen. Business, Bus. Machines)

(1) _____ (2) _____ (3) _____ (4) _____

Number of Semester Hours Earned after BA/BS: _____

College and/or University Training

Name of Institution	State	Major	Sem. Hours	Minor	Sem. Hours	Degrees
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

College Distinctions, Awards or Scholarships: _____

Student Teaching Experience

No. of Mos.	School District	School	Supervising Teacher	Assignment	Grade Level(s)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Teacher Assistant Experience

From/To	School District	School	Supervisor	Assignment	Grade Level(s)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Substitute Teaching Experience

From/To	School District	Address	City/State	School	Assignment	Grade Level(s)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Regular Contract Teaching Experience

From/To	School District	Address	City/State	School	Assignment	Grade Level(s)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Military Experience

Branch of Service: _____ Grade or Rank: _____

Work Experience — Other than Teaching or Military, including Relevant Volunteer or Nonpaid Experience
(List in chronological order, with most recent experience first.)

(List in chronological order, with most recent experience first.)

[illegible]

Relevant Volunteer or Nonpaid Experience:

Where may we obtain your Placement File?

Name placement file originated under: _____ File No. _____

List three professional references (Administrators - Department Heads - College Professors - Supervising Teachers):

Name	Complete Mailing Address	Telephone	Position
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_____ () _____

_____ () _____

()

Have you ever been convicted of a crime? _____ If yes, describe in full (attach statement if necessary). _____

Person to be notified in case of accident or emergency:

Name	Complete Address	Phone No.
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Additional Comments: Please feel free to document special awards, personal involvement or other endeavors considered by you as significant when you are being considered as a candidate.

I hereby certify that the statements above are true and complete to the best of my knowledge.

Signature

Date _____

Applicant Supplement

In recognizing the extensive competition for secondary positions in NUVHS, additional information would be helpful to support your application. Please make succinct responses to the following (use reverse side of this page if needed):

- 1. Have you taken an online class? What was it? What did you think of the experience?**

- 2. How do you use the Internet to support your classroom teaching?**

- 3. Do you have any experience with project-based learning?**

- 4. How do you address learning styles in your classroom?**

- 5. Have you had any professional development in mastery learning?**

Voluntary Applicant Survey Form

NUVHS solicits from applicants and employees a voluntary declaration of their sex and racial/ethnic group membership. Information provided will assist NUVHS in accurately compiling required statistical reports for federal and state agencies. A separate confidential file will be established for these forms, and none of the information will be used to discriminate against, or give preference, to any individual in any personnel transaction.

Please complete each item below:

Date: _____

Name: _____

Position Applying For: _____

Social Security Number: _____

- | | | |
|--|--|---|
| ☐ Female | ☐ Asian | ☐ Native American Indian or Alaskan Native |
| ☐ Male | ☐ Black, African American | ☐ Pacific Islander, Samoan |
| ☐ Physically/Mentally Handicapped | ☐ Filipino | ☐ Caucasian (not of Hispanic origin) |
| ☐ Other: | ☐ Latino (Mexican or Spanish Descent, Puerto Rican, Central or South American, Cuban) | |

HOW DID YOU LEARN OF THIS JOB?

- | | |
|---|--|
| ☐ NUVHS Human Resources Office | ☐ Newspaper Ad |
| ☐ Internet Ad | ☐ Employee Referral |
| ☐ Community Organization | ☐ Cable TV |
| ☐ College or University Placement Center | ☐ Other _____ |
- (Please Specify)

California Basic Educational Skills Test (CBEST)

The California Legislature passed a law in 1982 which requires all newly employed teachers to have passed the CBEST. This law went into effect on February 1, 1983.

NUVHS will not employ a certificated person on a permanent, temporary or substitute basis unless that person has passed the basic skills proficiency test, the CBEST.

Exceptions: NUVHS may hire a person who has not taken and passed the CBEST in the following circumstances:

1. A person who qualifies for the one year nonrenewable emergency credential as determined by the Commission on Teacher Credentialing.
2. A person who has been employed in a California public school within the last 39 months in a substitute, temporary, or a regular position.
3. A person with a current valid California teaching credential may have up to one year to successfully complete the CBEST.
4. An adult school applicant for an apprenticeship program.
5. An adult school applicant with a Designated Subject credential to teach in a nonacademic subject.

Applicant's Statement *(Required To Complete Employment Application)*

Name: _____

- ☐ I am not required to pass the CBEST because I have been employed by a California school within the last 39 months.
- ☐ I have taken and passed the CBEST and a copy of my verification of a passing score is attached.
- ☐ I will take the CBEST on _____ and send a copy of my verification of a passing score to the NUVHS Human Resources Office.

Signature of Applicant: _____ Date: _____

For information regarding the CBEST, please contact the National Evaluation Systems, Inc. at:
CBEST Program
P.O. Box 340880
Sacramento, CA 95834-0880
(916) 928-4001

Nondiscrimination Policy

The NUVHS Nondiscrimination Philosophy and Title IX, Prohibiting Sex Discrimination in Education, are being published and distributed in accordance with the adoption of the Title IX Amendment on July 21, 1975, of the civil rights Act of 1964.

Nondiscrimination Philosophy and Policy Statement

NUVHS is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of NUVHS that harassment is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions, will be on the basis of qualifications of the individual for the positions being filled regardless of Sex, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability (Including HIV and AIDS), Mental Disability, Medical Condition (Cancer), Age (Over 40), Marital Status and Denial of Family Care Leave.

To achieve the goals of our Nondiscrimination Program, it is necessary that each member of NUVHS understand the importance of the program and his or her individual responsibility to contribute toward its maximum fulfillment. Each employee of NUVHS making decisions affecting employment shall fully comply with NUVHS's nondiscrimination policy.

NUVHS will update and reaffirm this EEO Policy Statement annually.

Title IX Amendment

"No person in the United States shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any education program or activity, receiving federal financial assistance.

**Legal Reference: Title IX Education Amendments of 1972,
Civil Rights Act of 1964"**

Authorization to Release Information

It is the policy of NUVHS to conduct reference checks for all candidates for employment.

Your signature below indicates your agreement with, and acknowledgment of, the following:

- 1. As an applicant for an employment position with NUVHS, I authorize my current and past employers and work associates, including but not limited to, supervisors, colleagues, and subordinates, to release to NUVHS any reference information in my personnel records or file (e.g. applications for employment, time and sick leave records, vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skill, general physical ability, and reputation among coworkers).**
- 2. I expressly and without reservation waive my right to review the information collected in the reference checks.**
- 3. NUVHS will maintain reference information in strictest confidence and solely for the purpose of the recruitment for which I have applied, and information obtained during reference checks will not be provided to anyone outside the selection process.**
- 4. A photocopy of this signed Authorization is to be considered valid as an original.**
- 5. In executing this authorization, I fully and completely release all present and past employers and their employees, NUVHS and its employees, and all other persons and entities from liability for any damage, including to the full extent allowed by law, liability under California Civil Code Sections 45 and 46 and California Labor Code Section 1054, or any similar laws or other states or political entities, which may result from furnishing information which I am permitting to be released by way of this authorization.**
- 6. I have carefully read and understand all of the provisions of this authorization, and have voluntarily and without coercion or duress agreed to and signed this authorization.**

Candidate's Full Name (Printed)

Other Last Names You Have Used (if any)

Candidate's Signature

Date