

PRE-APPLICATION TIP SHEET

Completing your online application? Be sure to follow on-screen instructions carefully. An application that is complete with the required items/documents not only displays professionalism but also prevents unnecessary delays in the application review process.

You can help your application move swiftly if you provide the following items/documents.

HR staff may advise on additional information/items needed, upon review of your application or at the time of your interview.

PERSONAL INFORMATION

- Up-to-date résumé.** Include all employment/volunteer information, including dates (mo/yr). Be sure that the information you enter in the "Teaching Experience", "Student Teaching Experience", and/or "Other Paid Employment and Volunteer Experience" pages of the online application matches the information in your résumé.

REFERENCES

- Current contact information for direct supervisors from ALL employment/volunteer experiences in the last three years.** Include ALL experiences: paid and unpaid, full-time, part-time, and independent contract work in all fields. Must include student teaching/internships, if applicable.

Remember:

*Teaching and school-site employment (e.g., teacher, teaching assistant, campus aide, substitute, etc.) references **must be submitted by the principal.***

Student teaching references must be from the guiding/mentor teacher.

If you have fewer than three employment experiences in the last three years, you must submit at least three references.

HR staff reserves the right to ask for additional references to cover any gaps of employment at the time of your interview.

Please refer to the next page for a list of commonly required references per work experience.

ATTACHMENTS

- Official CBEST/Basic Skills** ([Click here](#) for alternatives to CBEST and Out-of-State equivalencies).
- Official CSET/Subject Matter** - include all pages, including Subtest Diagnostic Information (usually on page 2). If applicable, subject matter waiver letters must be signed by the credentials office.
- Official transcripts from regionally-accredited institutions (no e-scripts)**
Must show degree conferred and final GPA. Diplomas/certificates do not replace transcripts.
One document containing multiple pages preferred. Be sure that scan is legible and include front and back pages. PDF preferred.
[Click here](#) for transcript requirements for degrees obtained from institutions outside the United States.

All score reports must be official. Treat each application as a new application and upload all required items/documents. Do not assume your documents are archived or on-file even if you have previously applied to the District or are a current/former District employee.

Commonly Required References by Work Experience*

**HR staff reserves the right to require additional specific references at the time of your interview.*

All references must be submitted via the References Page of your online application, and the responsibility of the candidate.

Letters of recommendation are not acceptable.

References must be from DIRECT SUPERVISORS for each specific experience. In most cases, a direct supervisor is a manager or administrator who signs an employee's formal performance evaluations. Please refer to the table below to help you determine the required direct supervisor reference for each of your experiences in the last three years.

Work Experience Type	Required Direct Supervisor Reference
Teacher Teaching/Instructional Assistant All other school-based employment/volunteer experiences (not including Student Teacher)	<i>Principal/Headmaster or equivalent site/building administrator signing formal performance evaluation</i>
Student Teacher	<i>Cooperating/Master/Mentor Teacher</i>
Day-to-Day Substitute	<i>For long term or regular assignments: Principal or site administrator. If only day-to-day assignments: Sub Desk/Agency HR administrator or designee</i>
Independent Contractor/Freelance Nanny/Au-Pair Private Tutor All other independent/self-employment experiences	<i>Parent/Client (adult), or other stakeholder or business partner</i>
Internships, paid and unpaid	<i>Intern coordinator or other internship/program supervisor who signs formal performance evaluation</i>
Volunteer and all other unpaid experiences	<i>Volunteer coordinator or other event/program supervisor</i>
All other paid full- or part-time employment experiences, e.g., banking, business, entertainment, finance, health care, law enforcement, legal, marketing, other education, public safety, retail, science/research, service, technology, and other sectors/industries.	<i>Manager or equivalent supervisor signing formal performance evaluation</i>
App- or Web-based Gig Economy jobs (e.g., Doordash, Lyft, Rover, Uber, Wag!, etc.)	<i>Specialist will advise at the time of your interview.</i>
Not employed or gaps in employment (e.g., academic/professional leave or attending school, etc.)	<i>Personal Reference from a non-family member. May be a former colleague or current personal friend, someone who knows you for at least the last three years and with whom you are currently still in regular contact.</i>

**HR staff reserves the right to ask for additional specific references at the time of your interview.*