

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

84 East "J" Street, Chula Vista CA 91910

Telephone: (619) 425-9600 Facsimile (619) 427-0463 Web Site: www.cvesd.org

APPLICATION FOR A MANAGEMENT POSITION

Applicants are requested to complete this form in its entirety and return to Human Resources Services and Support. A formal letter of application, a complete resume, Confidential Placement File and/or three current professional references, and three Confidential Recommendation Forms are also required as part of the application process.

Application for:

Name:	Work Phone:
Address:	Home Phone:
City, State, Zip:	Cell Phone:

RECORD OF PROFESSIONAL EXPERIENCES (List Most Recent Experience First)

Position	Years Served		District	District Enrollment
	From	To		

RECORD OF PROFESSIONAL EDUCATION (Verification of Degree(s) May Be Required)

Institution	Dates	Major	Degree

REFERENCES: Give names, position, address, and telephone numbers of at least three people who have supervised you (current and former positions). References will be contacted in confidence.

Name	Position	Address	Telephone

Have you ever been convicted of any crime (other than a minor traffic violation?) Yes No

If so, when, where, and disposition of case

Do you object to contacting references other than those listed here or in your professional papers? Yes No

Are you bilingual? Yes No If so, in what language?

Are you under contract? Yes No Date of Expiration _____ Date available for employment _____

I HEREBY CERTIFY THAT ALL STATEMENTS MADE HEREON ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND AUTHORIZE INVESTIGATION OF ALL STATEMENTS HEREIN RECORDED. I RELEASE FROM ALL LIABILITY PERSONS AND ORGANIZATIONS REPORTING INFORMATION REQUIRED BY THIS APPLICATION.

Signature	Date
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The Chula Vista Elementary School District is committed to providing equal educational, contracting and employment opportunity to all in strict compliance with all applicable State and Federal laws and regulations. The District's programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. (CVESD Board Policy 0410.) The District office that monitors compliance is the Human Resource Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone (619) 425-9600, Ext 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resource Office.

Culturally Diverse And Bilingual Candidates are Encouraged To Apply



CHULA VISTA ELEMENTARY SCHOOL DISTRICT

84 EAST "J" STREET, CHULA VISTA, CALIFORNIA 91910 · 619-425-9600

EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH

HUMAN RESOURCES DEPARTMENT - RELEASE

It is the policy of the Chula Vista Elementary School District to conduct reference checks for all candidates for employment. If applicable, reference checking will be conducted prior to the interview portion of the selection procedure, and three references are normally obtained before the candidate is invited to participate in the interview process.

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

1. As an applicant for an employment position with the Chula Vista Elementary School District, I authorize my current and past employers and work associates, including, but not limited to, supervisors, colleagues, and subordinates, to release to the Chula Vista Elementary School District 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 skills, general physical ability, and reputation among co-workers).
2. I expressly and without reservation waive my right to review the information collected in the reference checks.
3. The Chula Vista Elementary School District will maintain reference information in strictest confidence and solely for the purposes of the recruitment for which I have applied, and that 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, THE CHULA VISTA ELEMENTARY SCHOOL DISTRICT 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 1064, OR ANY SIMILAR LAWS OF 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 AGREE TO AND SIGN THIS AUTHORIZATION.

Candidate's Full Name (Print)

Other Last Names You have Used (If any)

Candidate's Signature

Date

Applicant Name _____ Date: _____

5. What is your understanding of the concept of shared decision-making at the school site?

6. Describe your experience with collaboration and teamwork.

CONFIDENTIAL RECOMMENDATION FORM
Management Candidate

Applicant *Please complete this section.*

Position Applied for: _____				
Name _____				
	Last	First	Middle Initial	
Address _____				
	Street	City	State	Zip
Work Phone _____		Home Phone _____		Cell Phone _____
Please read the statement below and sign where indicated.				
I release from liability all persons and organizations reporting information requested by this Confidential Recommendation Form.				
Applicant's Signature _____			Date _____	

The person named above is applying for a management position in the Chula Vista Elementary School District. We are interested in your assessment of this applicant. Please complete this form and return it along with any attachments directly to the address listed below. Thank you and be assured that all information will remain confidential.

- How long have you known the applicant? From: _____ To: _____
- In what capacity have you known this applicant: _____
- Based on your experience, please evaluate the applicant in each of the areas below:

	Exceptional	Excellent	Acceptable	Needs Improvement	Unable to Judge
Leadership					
Decision Making					
Problem Solving					
Organization					
Written Communication					
Verbal Communication					
Interpersonal Relationships with Students					
Cultural, Socio-Economic and Ethnicity Sensitivity					
Attitude, Initiative, and Cooperation					

Additional Comments:

Signature _____	Name _____ <small>(Please Print or Type)</small>
Position or Title _____	Company _____
Address _____	
Telephone Number _____	Date _____

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT

OUR SHARED VISION

The Chula Vista Elementary School District is committed to providing a successful, safe, challenging, and nurturing educational experience, while promoting the joy and importance of learning for all our children.

Our children are high-achieving innovative thinkers. They are multi-literate, self-reliant, and confident. They have a lifelong love of learning and are socially responsible citizens. The District takes pride in developing each child's full potential, while recognizing his or her uniqueness.

We value and find strength in our diversity. Learning is meaningful and relevant, connected with each child's individual needs, ethics, culture, and experiences, and is linked with the world outside the classroom.

Families, staff, and our entire community are full partners actively working in a collaborative manner for the benefit of each child's education. Together we have an investment in our District's Vision and believe a child's success equals our success. We ensure an environment in which everyone is valued and treated with dignity and respect. Everyone assumes responsibility for the success of the school community.

The entire educational community accepts the challenge of change and is motivated to acquire skills and values for a rapidly changing world. We create dynamic learning experiences by supporting and encouraging excellent teaching and the educational growth of family and staff.

The Chula Vista Elementary School District community is dedicated to instilling hope for the future so that today's children will share their vision with future generations.

Adopted by Board of Education, March 21, 1995

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

OUR SHARED VALUES

Equality

We believe each child is an individual of great worth entitled to develop to his or her full potential. All children can and will learn, and deserve equal access to a quality education.

Equity

We believe there is no significant difference in educational outcomes based on race, gender, or economic status. Solutions, resources, programs, services, and support are applied in a manner which develops the full potential of each child.

Accountability

We value and recognize individuals who assume responsibility for and demonstrate commitment and dedication to serving the interests of all children.

Ethical Responsibility

We value each individual who practices, teaches, and serves as a role model of dignity, respect, honesty, integrity, and trust.

Diversity

We seek, encourage, and respect each individual's contributions and value a multi-cultural perspective.

Teamwork

We believe that families are the primary role models for our children. We are committed to teamwork and collaboration to provide maximum services for students, staff, and community. This partnership among families, community, and schools is the foundation of our children's educational success.

Innovation

We are committed to challenging the status quo and embracing a technological world.

Excellence

We are committed to high standards of performance throughout the District and continuously seek and utilize new knowledge and skills.

Adopted by Board of Education, March 21, 1995

STUDENT-BASED DECISION MAKING

Essential Questions

Improving Student Learning, Ethical Responsibility, and Involving All Stakeholders are three principles we work with in the decision making process. The following essential questions provide guidelines as we apply these principles.

HOW DOES THE DECISION IMPROVE STUDENT LEARNING?

- Rationale or evidence that it makes a difference for all children
- Support our vision statement

IS THE DECISION ILLEGAL, UNETHICAL, OR IMMORAL?

- Support our values statement

IS THERE ADVERSE IMPACT ON OTHERS?

- Collaboration with staff, parents, community
- Data collection/research
- “District” included in problem solving process
- Fiscal and personnel impact

HOW ARE INDIVIDUAL NEEDS BALANCED WITH GROUP NEEDS?

- Equity

Adopted by Board of Education, May 19, 1998