



## Substitute Teacher Employment Application

### Programs

Thank you for your interest in employment as a substitute teacher in the programs of the Santa Barbara County Education Office. Each school district in Santa Barbara County maintains its own substitute teacher list for its regular education classes. We maintain substitute lists for the following programs:

- *Special Education* – Classes for students with moderate to severe disabilities ranging from infant to young adult. The program strives to meet the goals of each student's educational plan.
- *Juvenile Court and Community Schools* – Classes for juvenile court supervised, probation referred and district expelled students. The program helps students complete graduation requirements or continues instruction until students are able to return to a regular school.
- *Regional Occupational Program* – Classes to prepare high school students and adults for entry-level employment in various trades such as auto body repair, banking, office technology, merchandising.
- *Child Development* – Classes for school age parents and their children.

### Application Process

Please complete our application form and return it with the following documents to either address below. These documents must be provided, even if you have provided them to other school districts.

1. CBEST Clearance: Copy of passing CBEST scores.
2. TB Clearance: Copy of a test verifying your freedom from active tuberculosis (valid up to four years).
3. Current Resume: A resume is mandatory for teachers applying to substitute in the Regional Occupational Program (ROP), for all other programs it is optional.

Submit application with all attachments to:

#### **Certificated Human Resources, Santa Barbara County Education Office**

##### South County

4400 Cathedral Oaks Road, P. O. Box 6307  
Santa Barbara, CA 93160-6307

##### North County

402 Farnel Road, Suite B  
Santa Maria, CA 93458-4960

### Employment Process

Once you have applied, complete or verify the following in order to be considered for employment:

1. Eligibility: Public school employees are required to submit fingerprints to verify their eligibility for employment. Previous fingerprinting for other agencies may not be substituted.  
**EXCEPTION:** As of November 1, 1999 most districts in Santa Barbara County participate in an approved fingerprint records cooperative created for multi-district substitutes. You will only need to be fingerprinted once to be cleared for substitute employment in any participating cooperative district in Santa Barbara County.
2. Credential: Substitute teaching requires a valid California teaching credential or permit registered with the Santa Barbara County Education Office. We will assist you in applying for a substitute permit if you have passed CBEST and have a bachelor's degree.

**Questions**    805-964-4711, ext. 5258 • [wgarcia@sbceo.org](mailto:wgarcia@sbceo.org)

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



4400 Cathedral Oaks Road  
 P.O. Box 6307  
 Santa Barbara, California 93160-6307  
 (805) 964-4711 • FAX: (805) 964-4713

## Substitute Teacher Employment Application

Mr. \_\_\_\_\_  
 Mrs. \_\_\_\_\_  
 Miss \_\_\_\_\_ Date \_\_\_\_\_  
 Ms. Name \_\_\_\_\_  
 Dr. \_\_\_\_\_

Permanent Address \_\_\_\_\_

e-mail address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Social Security No. \_\_\_\_\_ (Optional)

**CHECK PROGRAMS IN WHICH YOU WISH TO WORK:**    \_\_\_ **North County**    \_\_\_ **South County**  
                  \_\_\_ Special Education    \_\_\_ Court and Community Schools    \_\_\_ Regional Occupational Program  
                                  \_\_\_ Child Development Programs (North County only)

Are you fluent in any languages other than English? \_\_\_\_\_ What language(s)? \_\_\_\_\_

**RELEVANT POSITIONS HELD** *(List current position first.)*

Dates From    To	Employer, City, State	Position Title	Immediate Supervisor, Title

**ACADEMIC DEGREES FROM ACCREDITED COLLEGES AND UNIVERSITIES**

*(Begin by listing the highest obtained and conclude with academic work in progress.)*

Name of Institution	City and State	Degree / Date

CALIFORNIA CREDENTIALS HELD: TYPE \_\_\_\_\_ EXPIRES \_\_\_\_\_

TYPE \_\_\_\_\_ EXPIRES \_\_\_\_\_

CREDENTIAL APPLIED FOR: TYPE \_\_\_\_\_ Date \_\_\_\_\_

**CALIFORNIA BASIC EDUCATIONAL SKILLS TEST (CBEST) (Please mark one.)**

I am not required to take the CBEST because I have been employed by a California School District within the last thirty-nine (39) months. (Attached is a copy of a letter verifying this experience.) \_\_\_\_\_

I have taken and passed the CBEST and a copy of my verification is attached \_\_\_\_\_

I will take the CBEST and send a copy of my verification of passing score to your office \_\_\_\_\_

NOTE: Possession of a credential is not sufficient verification of CBEST clearance.

**GENERAL INFORMATION:**

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever served in any branch of the military? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify dates of service \_\_\_\_\_ and provide discharge or release from service documentation.

Have you previously been employed by the Santa Barbara County Education Office? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please explain any yes answers to above questions on a separate sheet of paper.**

Can you submit verification of your legal right to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

NOTE: If selected, you will be required to document your right to work in the United States.

**REFERENCES** Persons not related to you who are qualified to provide information concerning your fitness for the position for which you are applying. Include superintendents and principals for whom you have worked.

Name	Address and Phone	Occupation
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**A complete file is the responsibility of the applicant and must include all items listed on the attached application process sheet.**

*Return application and supporting documents to Certificated Human Resources at address on letterhead.*

*I HEREBY CERTIFY that all statements made hereon are true and correct to the best of my knowledge and I authorize investigation of all statements herein recorded. I release from liability persons and organizations reporting information required by this application.*

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Equal Opportunity/  
Affirmative Action Employer**

In compliance with State and Federal laws, the Santa Barbara County Education Office does not discriminate on the basis of sex, sexual orientation, age, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in the education programs or activities which it operates, in its employment practices, nor in the admission policies to its programs.



**Tobacco-Free Environment**

**The Santa Barbara  
County Education Office  
is a  
tobacco-free environment.**