



TO: Certificated Substitute Applicants

Thank you for your interest in the Los Altos School District. To be considered for employment, applicants for certificated positions must submit a complete application packet consisting of the following:

- Completed and signed application form
- Complete Substitute Teacher Application Questionnaire (attached)
- Cover letter (addressed to Marlene Revelo) which includes your qualifications and experience with regard to substitute teaching
- Current resume
- Three letters of recommendation with at least one from someone in the education field
- Photocopies of transcripts showing bachelors degree
- Photocopy of a valid California Credential or 30-day Sub Permit

We appreciate your desire to be part of our district. Please be assured that your application and qualifications will be given serious consideration. If you have questions, please contact me at 650-947-1153 or [mrevelo@lasdschools.org](mailto:mrevelo@lasdschools.org)

Sincerely,

Marlene Revelo  
Human Resources

**LOS ALTOS SCHOOL DISTRICT**  
201 COVINGTON ROAD  
LOS ALTOS, CA 94024

Screened by/Date \_\_\_\_\_

Screened by/Date \_\_\_\_\_

Interviewed by/Date \_\_\_\_\_

**Certificated Employment Application**

Date \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (M.I.)

Current Address \_\_\_\_\_  
(Street) (City/State) (Zip)

Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_

I am applying for the following position(s):

- ☐ Elementary - Preferred Grades \_\_\_\_\_
- ☐ Jr. High School - Credentialed Subjects \_\_\_\_\_
- ☐ Special Education/Pupil Services – Psychologist / Resource Specialist / Special Day Class / Speech (circle one)
- ☐ Substitute Teacher

Total number of years teaching (excluding student teaching and substituting) \_\_\_\_\_

Semester units beyond BA or BS \_\_\_\_\_ (quarter unit = 2/3 semester unit)

English Learner Authorization (i.e. CLAD/CTEL) ☐ Yes ☐ No

Specific Title of California Credential	Other Subject Authorization Endorsed on your Credential	Expiration Date

**EDUCATION AND TRAINING**

Type of School	Name and Location of School	Dates (From/To)	Degree	Major/Minor
College				
College				
College				

**STUDENT TEACHING**

Dates (From/To)	District/School	Grade/Subject	Name/Phone of Supervisor

**CONTRACTED EXPERIENCE**  
 List most recent experience first

Dates (From/To)	District/School	Grade/ Subject	Full-time, Part- time or Sub	Name/Phone of Supervisor

**REFERENCES**

Name	Person's Position	District/School	Phone

Extracurricular activities that you are qualified to direct or coach \_\_\_\_\_

\_\_\_\_\_

I would like to teach/work at LASD because \_\_\_\_\_

\_\_\_\_\_

Yes \_\_\_ No \_\_\_ Have you ever applied to LASD?

Yes \_\_\_ No \_\_\_ Has your credential ever been suspended or revoked?

Yes \_\_\_ No \_\_\_ Have you ever been dismissed, released, non-reelected or asked to resign from any temporary, probationary or permanent position?

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

Yes \_\_\_ No \_\_\_ Do you have any relatives who work for us?  
If yes, please provide employee name(s): \_\_\_\_\_

**Note:** If you answered "yes" to any of the questions above, attach additional page(s) explaining your answer(s). A "yes" answer to any of the above questions is not an absolute bar to employment.

**Disclaimer:** I hereby certify that all statements made herein are true and correct to be 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 of Applicant

\_\_\_\_\_  
Date of Signature

*Los Altos School District is an Affirmative Action/Equal Opportunity Employer in compliance with ADA.*

# Substitute Teacher Application Questionnaire

Complete and Return with Application

Name \_\_\_\_\_ Date \_\_\_\_\_

1. *What is your primary role as a substitute teacher?*
2. *What preparations would you make before the substitute day?*
3. *What would you do if you found no lesson plan?*
4. *What would you say or do with the class to open the day?*
5. *What do you do to ensure classroom management?*
6. *List three classroom rules which you believe are most important for your students to follow:*
7. *How do you handle difficult discipline problems?*
8. *How do you regain the attention of the class when it gets out of control?*
9. *What information will you leave for the teacher at the end of your substitute day/period?*