



BERKELEY UNIFIED SCHOOL DISTRICT

OFFICE OF HUMAN RESOURCES

2134 Martin Luther King Jr. Way, Berkeley, California 94704-1180
PH: (510) 644-6150 FAX: (510) 644-6151 www.berkeley.k12.ca.us

CERTIFICATED EMPLOYMENT APPLICATION

Dear Applicant:

Thank you for your interest in obtaining a teaching position with the Berkeley Unified School District. In order to be considered for employment, your application package must include the following:

Required:

- Completed Application (enclosed).
- Resume.
- Letter of interest detailing your philosophy of teaching.
- A copy of each teaching credential (front and back) and/or a letter of completion from a college or university verifying completion of a credential program. Letter must also state that the credential has been applied for and the date of application.
- A copy of your CBEST card.
- Three (3) letters of recommendation.

Optional:

- Copies of unofficial college transcripts (official transcripts will be required upon employment).
- NCLB Teacher Requirement – Certificate of Compliance.

Your completed application will be screened by Human Resources. Appropriate Administrators with authorized vacancies will be notified of approved applications, and will select individuals to be interviewed.

Applicants **WILL NOT** be contacted unless selected for an interview. Your application will remain on file in our office for one (1) calendar year.

Again, thank you for your interest in the Berkeley Unified School District.

Sincerely,

Patricia M. Calvert
Director, Certificated Personnel

Enclosures