



ORCUTT Union School District

Where a Dedicated Staff Means Kids Come First

BOARD OF TRUSTEES

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LISA MORININI
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HOLLY EDDS, Ed.D.
District Superintendent
JANET BERTOLDI
Interim
Assistant Superintendent
SUSAN SALUCCI
Assistant Superintendent
WILLIAM YOUNG
Assistant Superintendent

Dear Applicant:

RE: APPLICATION FOR ADMINISTRATIVE POSITION

Thank you for the interest you have shown in the Orcutt Union School District. In order to be considered for an opening, we ask that you submit the following items to the **Orcutt Union School District, Human Resources, 500 Dyer Street, Orcutt, CA 93455.**

- ___ **Complete** Application for Employment
- ___ **Cover Letter** (address to: Susan Salucci, Assistant Superintendent/Human Resources)
- ___ **Current Resume**
- ___ **Three (3) Current Letters of Recommendation**
- ___ **Three (3) Personal References w/ Cell Phone Numbers**
- ___ **Transcripts**
- ___ **Proof of Valid California Credential(s)**

It is the responsibility of the applicant to assure that his/her application file is received by the District. Only those candidates whose application files are complete will be considered. Upon selection, proof of American citizenship or right to work legally in the United States and background check will be required.

For information regarding the District, check our web site at: www.orcutt-schools.net. If you have any questions, please do not hesitate to contact the Human Resources Office at 805-938-8914.

Sincerely,

Susan Salucci
Assistant Superintendent
Human Resources

APPLICATION FOR ADMINISTRATIVE EMPLOYMENT

1. PERSONAL: (Type or Print)

_____ (First Name) _____ (Middle Name) _____ (Other Name) _____ (Last Name)
 Address: _____ Phone: (_____) _____
 Email Address: _____ Cell: (_____) _____
 Social Security No (Optional): _____ Total years experience _____

2. POSITION(S) FOR WHICH YOU ARE APPLYING: Elementary Junior High High School Administrative

Principal: _____ Vice Principal: _____ Other: _____
 Do you speak, read, or write any language other than English? Yes No If yes, which language(s)? _____

3. CALIFORNIA CREDENTIALS NOW HELD: Type _____ Expires _____
 Type _____ Expires _____
 Type _____ Expires _____
 Name of CA credential applied for: _____ Date of Application _____

4. Has your credential ever been suspended or revoked? Yes No
(If you answered "yes", explain in writing the circumstances and attach the statement to this form.)

5. TEACHING and ADMINISTRATIVE EXPERIENCE: (List last position first. If more than five years, list positions for last five years)

Type	From	To	Position	School	District	District Address

6. COLLEGE OR UNIVERSITY EDUCATION:

Name and Location of Each Institution Attended	From	To	Date	Degree	Major(s)	Minor(s)

Number of semester units of graduate work beyond BA or BS _____ (1 Quarter Unit = 2/3 Semester Unit)

7. Professional/Personal references other than letters of recommendation. Please include a personal cell number or email. *(Include only those who have knowledge of your teaching experience: e.g., superintendents, principals, supervisors, and student teaching master teachers).*

Name	Position	Address

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates.

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.

• AN EQUAL OPPORTUNITY EMPLOYER •



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Assistant Superintendent
KIRBY FELL
Chief Technology Officer

BP 4119.11(a) BP 4219.11(a) BP4319.11(a) **SEXUAL HARASSMENT**

The Board of Trustees prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint. Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

For further information or to file a complaint, please contact:

Susan Salucci
Assistant Superintendent, Human Resources
Discrimination/Equity & Title IX Compliance Officer 500
Dyer Street, Santa Maria CA 93455
805-354-3028 ssalucci@orcutt-schools.net