

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
325 S. Peck Avenue
Manhattan Beach, CA 90266
Phone: (310) 318-7345 Ext. 5972 Fax: (310) 303-3824

Dear Prospective Substitute Teacher:

Thank you for your interest in becoming a substitute teacher for Manhattan Beach Unified School District. Please note that we accept applications for substitute positions throughout the year, but receipt of an application does not necessarily imply that the applicant will be hired. Qualified substitutes are interviewed, processed and hired intermittently throughout the year as specific needs arise.

In order to be considered for a position as a substitute teacher, you need to have the following:

1. A valid California teaching credential or substitute permit.
2. Bachelor's degree from an accredited college or university.
3. Verification of passage of the CBEST (California Basic Educational Skills) Test.

If you meet these requirements, please send the following materials to:

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
325 S. Peck Ave.
Manhattan Beach, CA 90266
Attention: Marie Lamb

- Completed, signed and dated MBUSD Substitute Teacher Application.
- Photocopy of your Credential(s) or Substitute Permit.
- Photocopy of your CBEST results.
- Photocopy of your MSAT or CSET (if applicable).
- Photocopy of your transcripts – verifying your Bachelor's degree.
- Resume.
- Three (3) letters of reference (two letters need to verify your ability to work with children).

As the need arises and our requirements are met, you will be contacted to make an appointment to complete additional paperwork and processing. At that time, you will need to provide original documents for verification and be fingerprinted. The fingerprint fee is \$61. You will also need to provide recent Mantoux (TB) test results (within 1 year)

Thank you for your interest in our district and we wish you success.

Sincerely,

Marie Lamb
Human Resources

04/04/13

SUBSTITUTE TEACHER APPLICATION

Name _____

Address: _____

Phone Number: _____ Cell/Pager Number: _____

E-mail address: _____

Grade level Preference: K-5th _____ 6th-8th _____ 9th-12th _____

Subject Preferences: _____

AVAILABILITY: Indicate the days that you would be available to work.

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Dates	Academic Training (Institution)	Location	Major	Minor	Degree

Have you taken and passed the CSET? _____ Have you taken and passed the MSAT? _____

CREDENTIAL:

Type: _____ State _____ Expires _____

Type: _____ State _____ Expires _____

Have you ever taught in LA County: _____ District: _____ Dates: _____

Are you currently a member of the California State Teacher's Retirement System (STRS): _____

Were you ever a member of STRS? _____ List dates: _____

Would you be interested in a long term substitute position, if available? _____

Have you ever been convicted for anything other than a minor traffic violation? _____
 (If yes, please attach an explanation.)

Do you have a relative who serves on the Board of Trustees or is an employee of the Manhattan Beach Unified School District? YES NO

If "yes", please provide the relative's name and relationship: _____

Signature _____

Date _____

HR Only:	Date Rec'd.	Resume	Transcripts	Reference Ltrs.	Credential	CBEST	Acknowledgment