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## CERTIFICATED APPLICATION PROCESS

We are excited to hear of your interest in a teaching position in the Cupertino Union School District. We accept application for K-8 classroom and special education teaching positions throughout the year. An application is attached.

We anticipate openings in elementary and middle schools and in special education. Our hiring is done from a teacher eligibility list. To be selected for the eligibility list or any specifically posted position, you must follow the same application and interview procedures.

In order to be considered for interview, you must submit **ALL** of the following materials:

1. District application form
2. Letter of application
3. Resume
4. Copies of valid California teaching credentials and CBEST (required if you have not taught in California public schools within the 39 months prior to employment with us), SB1209, effective July 1, 2007 – will accept a variety of basic skills tests
5. Copies of undergraduate and graduate college transcripts
6. Three (3) letters of recommendation related to your skills as a teacher
7. No Child Left Behind “Highly Qualified Teacher” Certification, if available

All materials must be submitted to have a complete, active application to be considered for interview. We appreciate having applicants submit all materials in one packet. If your application packet is complete, you will be notified by postcard or e-mail. We will contact you by phone if we select you for an interview.

While we accept applications throughout the year, we encourage you to submit your materials in early spring for consideration for the following school year. Most paper screening and interviewing occur in the spring prior to the close of school.

Please send the materials to:

Cupertino Union School District  
Human Resources Department - Certificated  
10301 Vista Drive  
Cupertino, CA 95014

For further information, please contact Human Resources at (408) 252-3000.

*Title IX Coordinator: Assistant Superintendent, Instructional Services*  
*Uniform Compliant Procedure Coordinator: Director, Pupil Services*