



CUPERTINO UNION SCHOOL DISTRICT
APPLICATION PROCESSING
PROCEDURES

1. All applications must be picked up in person at the CUSD office located at 10301 Vista Drive, Cupertino, California. A new application must be filled out for each school year for on-call/substitute positions.
2. Incomplete applications or applications received after the posting deadline will not be accepted.
3. Applicants will be considered for the position(s) indicated on their applications only.
4. After an application is completed, it should be submitted to the Reception Desk in the lobby of the district offices.
5. All applications are prescreened by the Human Resources Department at the end of the posting period to make sure applicants meet minimum job requirements.
6. If a test is required for the position you are seeking and you have met the minimum requirements, you will be contacted by the Human Resources Department and scheduled for testing. Some tests may be retaken if the initial score is low. Applicants will be notified of **non-passing scores only** by mail.
7. Applicants chosen for an interview will be notified and an appointment will be scheduled. All interviews are conducted through Human Resources for all positions except Instructional Assistants, School Media Clerks, and Categorical Program Coordinators, which are conducted at the school sites. **Contacting the school site is strongly discouraged.**

ALL APPLICANTS ARE NOTIFIED OF THE STATUS OF THEIR APPLICATIONS. APPLICANTS ARE CONTACTED EITHER BY TELEPHONE OR BY LETTER. THIS PROCESS MAY TAKE SEVERAL WEEKS TO COMPLETE. THANK YOU FOR YOUR PATIENCE.