

Certificated Employment Requirements

To be considered for a certificated position an applicant must possess the following qualifications:

- A bachelor's degree from a fully accredited college or university
- A valid California teacher's credential for the level and subject areas to be applied for
- Proof of eligibility of certification
- Verification of CBEST

If you meet these qualifications, please complete the application and return it to us as soon as possible. An incomplete application packet will not be processed. A complete application for professional employment includes all the following:

- A completed TJUHSD application
- A cover letter stating your interest, outlining your professional interest, skills and other relevant information that will help assess your qualifications
- An up-to-date resume with current contact information
- A copy of your current credential or a letter from the college or university verifying your current enrollment in a credential program, or confirming you have applied for your credential (if a new graduate).
- Proof of eligibility of certification
- Verification of CBEST

It is not necessary to include transcripts of course work with your application. However, an official up-to-date copy of your college transcripts, including graduate and undergraduate credits, will be required upon employment. (If you have a student copy of your transcript, this will be satisfactory for your initial application.)