GENERAL INSTRUCTIONS

Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Teacher, Elementary Multiple Subjects, Correctional Facility, (CF) and Teacher, High School General Education, Correctional Facility, (CF) with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be merged onto an eligible list. The list will be used by CDCR facilities statewide to fill existing positions. A “Conditions of Employment” form is included in this examination which will allow you to select the location and time bases you are interested in working. It is required that you personally complete this examination accurately and without assistance.

This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score.

1. Additional instructions are provided on the following pages.
2. This single examination enables you to apply for one or both teacher classifications listed above. If successful, your name will be placed on one or both eligible list(s) depending upon your selection(s) and your teaching credential(s).
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Teacher, Elementary Multiple Subjects, (CF) and Teacher, High School General Education, (CF). You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Montoya Act/Felony Conviction Disclosure (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 3 and 4)
- Address or Availability for Employment Changes (page 5)
- Minimum Qualifications (page 5)
- Specific Classification Interest and Required Credential Information (page 6)
- Employment History (page 7)
- Work Experience (page 8)
- Knowledge/Skill/Ability (KSA) Assessment (page 9)
- Recruitment Questionnaire (page 10)
- Qualifications Assessment Return and Mailing Procedures (page 10)
- Affirmation Statement (page 10)
CANDIDATE INFORMATION

Name: ___________________________________________________________________________________________
Social Security Number: _____________________________________________________________________________
Address: _________________________________________________________________________________________
_________________________________________________________________________________________________
Home Phone Number: ______________________________________________________________________________
Work Phone Number: _______________________________________________________________________________
E-mail Address: ___________________________________________________________________________________

MONToya ACT/FELONY CONvICTION DISCLOSURE

Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the CDCR’s Division of Juvenile Justice, Education Services Branch, shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, “No person who has been convicted of a violent or serious felony shall be employed by a school district.”

To review the Education Code Section 45122, you can go to the following website:  

To review the Penal Code Section 667.5, subsection (c) for a listing of violent felony offenses, you can go to the following website:  

To review the Penal Code Section 1192.7, subsection (c) for a listing of serious felony offenses, you can go to the following website:  
http://caselaw.lp.findlaw.com/cacodes/pen/1191-1210.5.html

Have you ever been convicted of a violent or serious felony?

☐ YES ☐ NO

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section ONLY if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please mark the “Not Applicable” box below and continue to the next section.

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examination if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

☐ YES ☐ NO ☐ NOT APPLICABLE
Please mark the appropriate box(es) of your choice - you will not be offered a job in locations not marked.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. After three such waivers and/or do not reply promptly to the contact, your name will be made inactive. On open employment lists, once your name is placed inactive, it cannot be reactivated. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the state.

**Type of Appointment You Will Accept**

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- ☐ (D) Permanent Full-Time
- ☐ (R) Permanent Part-Time
- ☐ (K) Limited-Term Full-Time
- ☐ (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

**Location(s) You Are Willing to Work**

If this box is marked, no further selection is necessary.

**Northern Region**

<table>
<thead>
<tr>
<th>Region</th>
<th>County</th>
<th>Sub-Region</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100</td>
<td>Alameda County</td>
<td>0200</td>
<td>Alpine County</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Amador County</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cedar Grove Youth Conservation Camp</td>
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<tr>
<td>0400</td>
<td>Butte County</td>
<td>0500</td>
<td>Calaveras County</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Colusa County</td>
</tr>
<tr>
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<td>Contra Costa County</td>
<td>0800</td>
<td>Del Norte County</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Pelican Bay State Prison</td>
</tr>
<tr>
<td>1100</td>
<td>Glenn County</td>
<td>1200</td>
<td>Humboldt County</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lake County</td>
</tr>
<tr>
<td>1800</td>
<td>Lassen County</td>
<td>2100</td>
<td>Marin County</td>
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<tr>
<td></td>
<td>California Correctional Center</td>
<td></td>
<td>CSP, San Quentin</td>
</tr>
<tr>
<td>2500</td>
<td>Modoc County</td>
<td>2800</td>
<td>Napa County</td>
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<tr>
<td></td>
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<td>Nevada County</td>
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<tr>
<td>3100</td>
<td>Placer County</td>
<td>3200</td>
<td>Plumas County</td>
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<td></td>
<td></td>
<td></td>
<td>Sacramento County</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CSP, Sacramento</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Folsom Women’s Facility</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Richard A. McGee Correctional Training Center</td>
</tr>
<tr>
<td>3800</td>
<td>San Francisco County</td>
<td>3900</td>
<td>San Joaquin County</td>
</tr>
<tr>
<td></td>
<td>California Health Care Facility</td>
<td></td>
<td>O.H. Close YCF</td>
</tr>
<tr>
<td></td>
<td>N.A. Chaderjian YCF</td>
<td></td>
<td>Northern California YCC</td>
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<tr>
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<td>4600</td>
<td>Sierra County</td>
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<td></td>
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<td>Siskiyou County</td>
</tr>
<tr>
<td>4800</td>
<td>Solano County</td>
<td>4900</td>
<td>Sonoma County</td>
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<td></td>
<td>California Medical Facility</td>
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<td>Sutter County</td>
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<td>CSP, Solano</td>
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<td>Tuolumne County</td>
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<td></td>
<td></td>
<td></td>
<td>Sierra Conservation Center</td>
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<td>5300</td>
<td>Trinity County</td>
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<td>Tule Lake County</td>
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<tr>
<td>5700</td>
<td>Yolo County</td>
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<td>Yuba County</td>
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### Central Region

<table>
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<tr>
<th>Region</th>
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<th>Facilities</th>
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</thead>
<tbody>
<tr>
<td>1000</td>
<td>Fresno County</td>
<td>Pleasant Valley State Prison</td>
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<tr>
<td>1400</td>
<td>Inyo County</td>
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<td>1500</td>
<td>Kern County</td>
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<td>Kings County</td>
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<td>2000</td>
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<td>2100</td>
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<td>3500</td>
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<td>4000</td>
<td>San Luis Obispo County</td>
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<td>4300</td>
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<td>4400</td>
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<tr>
<td>5000</td>
<td>Stanislaus County</td>
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<tr>
<td>5400</td>
<td>Tulare County</td>
<td></td>
</tr>
</tbody>
</table>

### Southern Region

<table>
<thead>
<tr>
<th>Region</th>
<th>County</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1300</td>
<td>Imperial County</td>
<td></td>
</tr>
<tr>
<td>1900</td>
<td>Los Angeles County</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Orange County</td>
<td></td>
</tr>
<tr>
<td>3300</td>
<td>Riverside County</td>
<td></td>
</tr>
<tr>
<td>3600</td>
<td>San Bernardino County</td>
<td></td>
</tr>
<tr>
<td>3700</td>
<td>San Diego County</td>
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</tr>
<tr>
<td>4200</td>
<td>Santa Barbara County</td>
<td></td>
</tr>
<tr>
<td>5600</td>
<td>Ventura County</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Conditions of Employment Form for CDCR Adult and Youth Facility Listing Only (Continued)
ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please notify the California Department of Corrections and Rehabilitation (CDCR) promptly of any address changes or availability for employment changes at the following address:

California Department of Corrections and Rehabilitation
Human Resources
Office of Workforce Planning and Selection
P.O. Box 942883
Sacramento, CA 94283-0001
Attn: Certification Unit

MINIMUM QUALIFICATIONS

All applicants must possess a valid California Teaching Credential issued by the California Commission on Teacher Credentialing (formerly known as Commission on Teacher Credentialing). Applicants who do not possess the required credential or one of equivalent authorization may take the examinations but must have on file with the California Commission on Teacher Credentialing (formerly known as Commission on Teacher Credentialing) an application for an appropriate credential. At the time of application for the examination, applicants must present written verification that the appropriate listed credential or its equivalent is being processed or will be authorized.

No appointments will be made to permanent positions with an Emergency Credential. After issuance, the credential is the responsibility of the holder and must be maintained by completion of any California Commission on Teacher Credentialing (formerly known as Commission on Teacher Credentialing) requirements.

---

TEACHER, ELEMENTARY - MULTIPLE SUBJECTS, CF

Possession of:

1. A Multiple Subject Credential or
2. A Standard Elementary Credential or
3. A General Elementary or General Secondary Credential

---

TEACHER, HIGH SCHOOL-GENERAL EDUCATION, CF

Possession of:

1. A Single Subject Credential or a Multiple Subject Credential or
2. A Standard Secondary Credential with a major or minor in an academic subject area or
3. A General Secondary Credential
SPECIFIC CLASSIFICATION INTEREST(S) AND REQUIRED CREDENTIAL INFORMATION

Please select each teacher classification(s) that you are interested in by checking the box next to the classification title. You must then indicate if you possess or have applied for the required credential for that classification(s). You must also indicate the credential number and expiration date or the application number and date you applied for the credential. If you have attained the Crosscultural, Language and Academic Development (CLAD) certification, you must check the CLAD certification box for each classification you are interested in.

Note: You may select one or both classifications.

☐ For Teacher, Elementary – Multiple Subjects, CF:

Requirements:

☐ I possess the required Preliminary/Clear Credential from the California Commission on Teacher Credentialing (formerly known as Commission on Teacher Credentialing).

  Credential Number: ____________________  Expiration Date: ____________________

☐ I have applied for the required Preliminary/Clear Credential with the California Commission on Teacher Credentialing (formerly known as Commission on Teacher Credentialing).

  Application Number: ____________________  Date Applied: ____________________

☐ I possess the Crosscultural, Language and Academic Development (CLAD) Certificate.

Please mark the appropriate credential(s) you possess:

☐ Multiple Subject Credential or
☐ Standard Elementary Credential or
☐ General Elementary or
☐ General Elementary or General Secondary Credential

☐ For Teacher, High School – General Education, CF:

Requirements:

☐ I possess the required Preliminary/Clear Credential from the California Commission on Teacher Credentialing (formerly known as Commission on Teacher Credentialing)

  Credential Number: ____________________  Expiration Date: ____________________

☐ I have applied for the required Preliminary/Clear Credential with the California Commission on Teacher Credentialing (formerly known as Commission on Teacher Credentialing)

  Application Number: ____________________  Date Applied: ____________________

☐ I possess the Crosscultural, Language and Academic Development (CLAD) Certificate.

Please mark the appropriate credential(s) you possess:

☐ Multiple Subject Credential or
☐ Single Subject Credential or
☐ Standard Secondary Credential with a major or minor in an academic subject area or
☐ General Secondary Credential.
EMPLOYMENT HISTORY

Please supply information regarding your employment history beginning with your most recent job. List each job separately ensuring to include accurate information for the “from/to” dates and hours worked per week.

Job Title/Classification (Include Range or Level):
Company/State Agency Name:
Address:
From (m/d/y): To (m/d/y): Supervisor:
Hours per week: Total worked (y/m): Salary earned:
Duties performed:

Reason for leaving:

Job Title/Classification (Include Range or Level):
Company/State Agency Name:
Address:
From (m/d/y): To (m/d/y): Supervisor:
Hours per week: Total worked (y/m): Salary earned:
Duties performed:

Reason for leaving:

Job Title/Classification (Include Range or Level):
Company/State Agency Name:
Address:
From (m/d/y): To (m/d/y): Supervisor:
Hours per week: Total worked (y/m): Salary earned:
Duties performed:

Reason for leaving:
Under "Work Experience," for items #1 - 20 please indicate

**Frequency:**
A. If you have performed this task within the last 24 months
B. How often you perform this task
   *(Please select one box from "Daily" "Weekly" "Monthly/Quarterly" or "Never" column)*

**AND**

**Length of Experience:**
A. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent.
   *(Please select one box from the "Length of Experience" column)*

**NOTE:** There should be three (3) checkmarks for each question.

<table>
<thead>
<tr>
<th></th>
<th>Frequency</th>
<th></th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Performed task within last 24 months</td>
<td>Daily</td>
<td>Weekly</td>
</tr>
<tr>
<td>1.</td>
<td>Engaging students in activities (e.g., direct instruction, distance learning, independent study, etc.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.</td>
<td>Preparing course of study, units of instruction and daily lesson plans.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.</td>
<td>Supervising the conduct of students while in the classroom.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5.</td>
<td>Assigning and supervising coursework.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6.</td>
<td>Conducting assessments and testing for students.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8.</td>
<td>Monitoring classroom supplies, materials and equipment.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9.</td>
<td>Advising students as to their progress.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10.</td>
<td>Preparing reports.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11.</td>
<td>Obtaining students’ educational documentation (e.g., high school transcripts, Individual Educational Plan, GED certificates, etc.).</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>12.</td>
<td>Modifying individual student’s basic course of study to address individual needs.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>13.</td>
<td>Instructing students in the use of educational materials, resources, and technologies.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>14.</td>
<td>Providing educational services in an alternative setting.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>15.</td>
<td>Participating as a member of multi-disciplinary team meetings (i.e., Individual Education Plan-IEP).</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>16.</td>
<td>Participating in training workshops, conferences, faculty meetings and seminars.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>17.</td>
<td>Participating in education program evaluations as part of a team.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>18.</td>
<td>Obtaining price estimates for ordering supplies, equipment and material(s) essential to the classroom/curriculum.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>19.</td>
<td>Participating in additional educational programs (e.g., graduation ceremonies, committees, literacy programs, etc.).</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>20.</td>
<td>Developing and/or facilitating workshops, conferences, staff development, faculty meetings or seminars.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
## KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

For items #1–#18, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA of each of the following areas.

### Definition of Levels:

**Extensive Knowledge, Skill or Ability:** I have applied this KSA in an actual setting while performing a job.

**Moderate Knowledge:** I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.

**Limited Knowledge, Skill or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

**No Knowledge, Skill or Ability:** I have little or no experience, education or training relevant to this KSA.

<table>
<thead>
<tr>
<th>KSA Level</th>
<th>Extensive Knowledge, Skill or Ability</th>
<th>Moderate Knowledge, Skill or Ability</th>
<th>Limited Knowledge, Skill or Ability</th>
<th>No Knowledge, Skill or Ability</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Applying principles and methods of teaching.
2. Applying principles of educational psychology as applied to teaching.
3. Demonstrating an understanding of current trends in educational methods.
4. Utilizing remedial teaching techniques and adapting instruction for student’s deficiencies.
5. Demonstrating an understanding of the emotional problems of students.
6. Providing effective leadership and motivation to students.
7. Teaching students to develop academic goals and objectives.
8. Working effectively with other subject matter experts to teach techniques.
9. Successfully gain the interest, respect, and cooperation of student with specific teaching methods.
10. Effectively develop socially acceptable attitudes in students by modeling acceptance for cultural, racial, and individual differences for students.
11. Communicating effectively and respectfully to promote a positive work environment among staff, students, administration, and the public.
12. Analyzing situations accurately and take effective action.
13. Having and maintaining sufficient strength, agility, and endurance to perform teaching duties and other duties, as required.
15. Consistently maintaining an empathetic and objective understanding of students.
16. Effectively demonstrating teaching ability to maximize use of expertise.
17. Continuously possess emotional stability necessary to establish and maintain a standard for student behavior.
18. Continuously demonstrating tact, patience, open-mindedness, and high moral standards valuing students’ diverse backgrounds, interests, developmental and educational needs.

### PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received, credential and/or any registration that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble these documents in advance to expedite the process.
RECRUITMENT QUESTIONNAIRE

This question is not part of the examination but is for the hiring authority’s information.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?
Check the appropriate box below.

☐ Newspaper/Magazine Advertisement
☐ Internet
☐ California Department of Corrections and Rehabilitation employee
☐ Recruitment Mailing
☐ College/School
☐ Job Fair/Career Fair
☐ Other: ____________________________________________

QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

Do not attach any additional documents to this Qualifications Assessment or send any forms/documents in advance as additional documents will not be rated. This Qualifications Assessment will account for 100% of the weight of your examination for this classification.

Mail Completed Qualifications Assessment to: or Deliver Qualifications Assessment in Person to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

NOTE:
- Candidates must submit a Qualifications Assessment in order to participate in the examination.
- Be sure your envelope has adequate postage if submitting via mail.
- Facsimiles (FAX) will NOT be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Name (Printed): ____________________________________________

Signature: ____________________________________________ Date: ____________

THIS COMPLETES THE EXAMINATION.