

Office of Christine Lizardi Frazier
Kern County Superintendent of Schools
Advocates for Children

OFFER OF EMPLOYMENT

You are hereby offered a position on the Kern County Superintendent of Schools staff as _____, subject to the approval of the Superintendent of Schools, for the _____ school year.

According to our information, you have a _____ degree plus _____ semester hours and _____ years experience. **When this information is verified by official transcripts of credits and evidence of the applicable experience by filing same with the Human Resources Department, your salary schedule-class-step would be:** Schedule _____, Class _____ Step _____, at an annual salary of \$ _____ (for _____ days).

Your term of service would be _____ days, starting _____ and ending _____.

Your salary would be \$ _____ (Daily Rate: \$ _____) payable as follows: _____ payment(s) at \$ _____ and _____ payment(s) at \$ _____, to begin _____ and to end _____.

A contract will be issued when you furnish the official college or university transcripts and such other information as may be required to the Human Resources Department.

In this the initial year and in subsequent years of continuous employment your salary will be according to the official schedules, policies, and regulations.

This offer expires on _____ . It must be signed and returned by this date.
(Date)

(Authorized Representative) (Title of Representative) (Date)

ACCEPTANCE OF OFFER OF EMPLOYMENT

I hereby accept this offer of employment and the terms and conditions thereof and I will report for duty and render services as directed. I have not entered into a valid contract of employment with the governing board of another school district which will in any way prevent my fulfilling this contract.

I understand that before I can be paid under this offer I must have applied for or have on file prior to my first day of actual service a valid California credential authorizing me to serve in the capacity stipulated in this offer. Also, I understand it is against the California law to receive pay for any days worked without holding the proper credential or having applied for same.

(Signature) (Date)

PLEASE FORWARD ORIGINAL TO THE HUMAN RESOURCES DEPARTMENT AND KEEP THE COPY FOR YOUR RECORDS. SHOULD YOU DESIRE TO REFUSE THE OFFER, PLEASE DO NOT SIGN.

**RETURN TO: KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE, HUMAN RESOURCES,
1300 17th Street - CITY CENTRE, Bakersfield, CA 9330-1-4533**