



Proof of Employment Form for Certification Chief Business Official^E (CBO^E)

This is a required form for all CBO^E Certification applicants. The purpose of this form is to verify the employment/experience of an individual applying for CASBO certification. Please print, complete and sign this form; then scan and upload during the application process.

Applicant's **Last Name**

First Name

Applicant's **Current Employer**

Applicant's **Official Title**

Yes

No

Applicant's **Start Date in Current Role** (DD/MM/YY)

Applicant has held this position
continuously from start date?

Applicant has had five years of direct experience or supervision of employees working in (check all that apply):

- Accounting** - Includes the basic accounting necessary to complete all state-required forms and provide information and reports requested by superiors.
- Attendance Accounting** - Includes not only the preparation of all state-required forms, but also an understanding of the intricacies of the relationship between income and student attendance.
- Auditing** - Includes familiarization with both the state auditing requirements and methods to avoid being out of compliance.
- Budget Development and Control** - Includes the preparation of a district budget that has been approved by the school district board of trustees.
- Business Services Overview** - Includes broad experience in all the areas supervised by a typical CBO, including such skills as the ability to effectively organize and manage a group of people.
- Collective Bargaining** - Includes preparation, or supervision of preparation, of materials and information as requested by a board of trustees or superintendent.
- Creative Financing/Entrepreneurship** - Includes knowledge of methods of financing projects, both public and private, to ensure the district has reviewed all of the known financing options available during the decision-making processes.
- Facility Planning and Construction** - Includes experience in financing, bonding and other revenue-generating methods; planning; and construction of district modernization and growth projects as necessary.
- Food Services** - Includes basic knowledge of the funding and delivery of food services to students.
- History of California Finance** - Includes general knowledge of how the current method of public schools financing is developed, from the passage of the SB 90 revenue limit concept to the present.

- Human Resources/Management** - Includes a demonstrated ability and knowledge of human resources, personnel and management techniques.
- Information/Technology Systems** - Includes the ability to supervise the planning and installation of information and technology systems.
- Institution of Education** - Includes knowledge and appreciation of what teachers and administrators need in order to be effective at school sites, and sensitivity to those needs as necessary for appropriate decision making.
- Leadership/Strategic Planning** - Includes demonstration of effective leadership qualities, as well as the ability to develop and implement long-range plans.
- Maintenance and Operations** - Includes knowledge of maintenance and operations and experience supervising a maintenance and operations department.
- Pupil Transportation** - Includes knowledge of pupil transportation and experience supervising a pupil transportation department.
- Purchasing/Warehousing** - Includes knowledge of purchasing and warehousing laws and practices, as well as experience in these areas.
- Risk Management** - Includes a general knowledge of risk management principles and laws, their relationship to the welfare of employees, and their implications for the district.
- School Finance** - Includes all aspects of school finance needed to operate as a CBO in a typical California district.
- School Law** - Includes broad knowledge of the California Education Code, including how to access it, gain clarification when necessary and apply the statutes to everyday decision making.

By signing below, I certify that the applicant is a current CBO with five or more years of experience in this position; that the applicant satisfies the experiential requirement for CBO^E certification; and that the information contained on this form is true and accurate.

Signee/Superintendent's **Name**

Signature

Date