

**THE LAW OFFICES OF ERNEST H. TUTTLE, IV**

735 Sunrise Ave., Suite 208, Roseville, CA 95661  
Telephone (916) 782-6695 · Facsimile (916) 782-6696  
www.ErnestTuttleLaw.com

NOTE: You must complete the entire questionnaire. If you are unsure about past training or experience, check your personnel file. Please type or print legibly.

1. Last Name \_\_\_\_\_
2. First Name \_\_\_\_\_
3. Home Address \_\_\_\_\_
4. Home Phone \_\_\_\_\_
5. Personal Email Address \_\_\_\_\_
6. School/Campus \_\_\_\_\_
7. School/Campus address \_\_\_\_\_
8. School Phone Number \_\_\_\_\_
9. Current employment status \_\_\_\_\_  
(K-12: Probationary 1, 2 or Permanent) (CC: Contract 1, 2 or Regular)
10. Seniority date according to district (if incorrect, explain)  
\_\_\_\_\_  
\_\_\_\_\_
11. Seniority Number \_\_\_\_\_
12. First Date of Paid Service \_\_\_\_\_
13. Credentials and Certificates Held (District Notified)  
\_\_\_\_\_  
\_\_\_\_\_

14. District employment history. State teaching assignments (subjects and grade levels), classification and hours worked per week if less than full-time. List your current assignment first.

Dates	Teaching Assignment	Classification	Hours Per Week (If Not Full-Time)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

15. If any employment listed above is other than probationary (contract) or permanent (regular), please explain the basis for your classification.

\_\_\_\_\_

\_\_\_\_\_

16. Degrees Held (w/Major & Minor): \_\_\_\_\_

\_\_\_\_\_

17. Degrees Anticipated (w/Major & Minor): \_\_\_\_\_

\_\_\_\_\_

18. Post Bachelor's Degree Units: \_\_\_\_\_

19. Please explain any breaks in your service with the district. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. Identify every district certificated employee you know of who resigned, was dismissed or otherwise terminated, retired or announced his or her intention to terminate employment during the previous or current school year.

---

---

---

21. Identify every district certificated employee who you think may retire or resign effective next school year who has not yet done so.

---

---

22. If you know of any person in the district with less seniority than yourself who is being retained to perform services that you are credentialed to perform (be sure to check a seniority list that indicates persons not served with layoff notices) state the name of that individual, his or her current position, and the position he or she will hold next year.

---

---

---

---

23. Do you know why any of the individuals listed in paragraph 22 is being retained? If so, explain:

---

---

---

24. List all positions held on committees, advisory groups and appointed or elected positions within the district. \_\_\_\_\_

---

---

25. Please provide any other relevant information regarding your qualifications for service. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

26. State any other information you think is important to your case.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **INFORMATION REGARDING REPRESENTATION**

## **GROUP REPRESENTATION**

You are one of several certificated employees in your district (respondents) who were served with layoff notices who have requested a hearing and filed a Notice of Defense in the layoff proceeding. CTA has arranged to provide representation to all members in your situation.

The purpose of the representation provided is to ensure protection of the rights of all respondents to a full, fair and impartial hearing. Representation will include discovery and review of relevant documents, objection to the introduction of improper evidence, cross-examination of district witnesses, and presentation of evidence and motions on behalf of respondents as a group. (For example, in some cases it may be appropriate to move to dismiss the entire proceeding on various procedural grounds.)

## **POTENTIAL CONFLICTS OF INTEREST**

However, each respondent must consider the possibility that he or she may also have particular individual defenses. You must understand that the representation provided by CTA cannot properly assert such an individual defense if it conflicts with the rights of another member of the group being represented in this proceeding.

It is improper for the group's attorney or representative to assert any contention on behalf of one person to the possible detriment of another person being represented. Therefore, respondents who wish to assert individual and possibly conflicting defenses must do so themselves or through a separate attorney or other representative.

Such conflicts of interest among respondents may arise in asserting seniority rights. For example, if you feel that your date of first paid service is earlier than that asserted by the district, you may argue that your retention (and rehire) rights are superior to those of another respondent. Similarly, it may be appropriate for you to present testimony and argue that because of your special qualifications, you have rights superior to those of another respondent employed on the same date as your date of hire.

You will be given an opportunity to assert any individual conflicting defenses or contentions at the hearing and you should exercise this right. You may also retain an attorney at your expense to represent you at the hearing.

Because of their ethical obligations, your CTA attorney or representative cannot properly assert any such defenses or contentions on your behalf. Accordingly, respondents represented by CTA in the layoff proceeding should immediately inform the attorney or staff representative of the existence of any such individual defenses or contentions they may have, so that they may be properly presented at the hearing.