

Dear Applicant:

Thank you for considering an administrative position in the Placentia-Yorba Linda Unified School District.

An application is required to establish your qualifications for employment. If we do not have a current vacancy in your field at this time, your application will be kept on file for one year. Should you wish your application to be kept on file for an additional year, just provide us with a letter or telephone call with that request.

Please include with the completed application, the following:

1. A current resume.
2. Copies of all credentials.
3. Copy of CBEST card if applicable.
4. Three letters of recommendation.

**TO OBTAIN INFORMATION ON CURRENT EMPLOYMENT OPPORTUNITIES:**

1. PLEASE CALL OUR 24-HOUR JOB LINE (714) 985-8688 OR VISIT OUR WEBSITE AT [www.pylusd.org](http://www.pylusd.org). AT LEAST ONCE A WEEK.
2. IF YOU FEEL THAT YOU ARE QUALIFIED AND WISH TO BE CONSIDERED FOR ANY POSITION ON THE JOB LINE OR WEBSITE, CALL THE PERSONNEL OFFICE AT (714) 985-8410.

Your interest in the Placentia-Yorba Linda Unified School District is appreciated.

Sincerely,

Beth Berndt  
Assistant Superintendent  
Personnel Services

BB:ed