

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

1301 East Orangethorpe Avenue, Placentia, CA 92870

Telephone (714) 996-2550 Fax (714) 524-3034



ADMINISTRATIVE APPLICATION

NAME _____ Telephone Home (____) _____
 Last First Middle Bus. (____) _____

Present Address

 Number/Street City State Zip Code

Permanent Address (if other than present address) _____

 City State Zip Code Telephone (____) _____

POSITION APPLYING FOR: _____

What is the earliest date you would be available for a full-time assignment with the Placentia-Yorba Linda Unified School District? _____

EDUCATION AND TRAINING (Please complete all appropriate items.)

CERTIFICATION: List California Credentials which you possess. _____

Has any credential ever been suspended or revoked? Yes No If yes, please explain:

Are you bilingual? Yes No
 If yes, what language? _____

Do you consider yourself: Survival Conversational Fluent

UNDERGRADUATE EDUCATION PREPARATION

DATES OF ATTENDANCE		COLLEGE/UNIVERSITY	COURSE SPECIALIZATION	DEGREE	SEMESTER UNITS	MO./YEAR
Month	Year					
From						
To						
From						
To						
From						
To						
From						
To						

TOTAL SEMESTER UPPER DIVISION UNITS AFTER B.A. _____

OFFICE USE ONLY: NAME _____ Middle _____ First _____ Last _____

GRADUATE EDUCATIONAL PREPARATION

DATES OF ATTENDANCE		COLLEGE/UNIVERSITY	COURSE SPECIALIZATION	DEGREE	MONTH	YEAR
Month	Year					
From						
To						
From						
To						
From						
To						
From						
To						

Scholastic Honors/Publications/Collegiate Activities: _____

EMPLOYMENT EXPERIENCE

Prior Paid Credentialed Experience (Most recent experience activities)

SERVICE		YOUR TITLE / YOUR SUPERVISOR	DISTRICT/ SCHOOL	CITY/STATE	REASON FOR LEAVING
Month	Year				
From					
To					
From					
To					
From					
To					
From					
To					
From					
To					
From					
To					
From					
To					

PROFESSIONAL REFERENCES

NAME	POSITION	DISTRICT	ADDRESS	BUSINESS PHONE

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Briefly answer the following questions:

Relative to the position for which you have applied, how would you describe your strengths? _____

Relative to the position for which you have applied, how would you describe your weaknesses? _____

Why did you go into the field of administration? _____

Why do you believe you are a good administrator? _____

Describe your style of leadership _____

In what way would you like to improve your leadership skills? _____

Check the following management areas and/or special programs in which you are T-Trained, E-Experienced, or M-Have Managed. Check more than one designation (T), (E), or (M), if applicable.

COD E	(T)	(E)	(M)	AREA/PROGRAM	COD E	(T)	(E)	(M)	AREA/PROGRAM
AVE				Adult/Vocational Education	P				Projects (Specify)
BE				Bilingual Education	PAC				Parent Advisory Committee
SE				Special Education (Specify)	PM				Participative Management
S				Staffing	HRD				Human Resource Development
CD				Curriculum Development (specify)	CO				Clinical Observation
B				Budget	DE				Departmentalization
VP				Volunteer Programs	GO				Goal Setting
PE				Personnel Evaluation	CE				Computer Education

Specify by special Program Code, the training, experience, and specific information requested above:

CODE

GENERAL INFORMATION

Have you previously applied for employment with the Placentia-Yorba Linda Unified School District?

Yes No

Have you previously been employed by the Placentia-Yorba Linda Unified School District?

Yes No

Please specify date(s) of employment or application for employment with the District _____

CONFIDENTIAL INFORMATION

Have you ever been convicted of any crime, other than minor traffic offenses, in your name or any other name?

Yes No

Have you ever been asked to resign?

Yes No

Have you taken and passed the California Basic Skills Test (CBEST)?

Yes No N/A

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY: THEY CONSITITUTE THE CONDITIONS UNDER WHICH YOU MIGHT BE EMPLOYED BY THE PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT.

- (1) The information that I have provided on this Administrative Application is accurate to the best of my knowledge and subject to the validation by the Placentia-Yorba Linda Unified School District.
- (2) I authorize the persons, schools, current employer (if approved by me in the Employment Experience section) and other organizations or employers named in this application to provide the Placentia-Yorba Linda Unified School District with any relevant information that may be required to arrive at an employment decision.
- (3) I understand and agree that:
 - (a) Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of or, if employed, termination from the Placentia-Yorba Linda Unified School District.
 - (b) A medical examination and signed release statements, as stipulated by the Placentia-Yorba Linda Unified School District may be required. I understand that I must furnish evidence of freedom from tuberculosis.
 - (c) Before my contract for administration becomes effective or compensation is possible, a valid California credential appropriate to my assignment must be filed in the Office of the Orange County Superintendent of Schools.
 - (d) All applications are for this position only. I understand that if I am interested in another position with the district, I must so notify the Assistant Superintendent, Personnel Services.
 - (e) As a part of this application, it is my responsibility to have a resume and my placement file forwarded to the Placentia-Yorba Linda Unified School District.

Date

Signature

The Law Prohibits Discrimination Because of Age, Sex, Religion, Race, Color, and National Origin and Requires Affirmative Action in the hiring of Handicapped and Veterans.