

ADMINISTRATIVE APPLICATION INSTRUCTIONS

Dear Applicant:

Thank you for your interest in employment in the Evergreen School District.

Because of the number of applications being processed by this office it will not be possible to acknowledge receipt of each application nor to arrange interviews for all applicants. However, we are pleased to have your application on file and be assured that your application will be thoroughly reviewed.

To be considered for a position you must complete all of the following:

- 1. a district application with all information completed**
- 2. any supporting materials which help evaluate your skills and qualifications such as a cover letter, resume, letters of recommendation, teaching observations/evaluations from your current or prior districts**
- 3. a photocopy of your credential(s), both front and back**
- 4. a photocopy of your transcripts**

Upon completion of the above application requirements:

- 1. Your application file will be reviewed in detail with regard to credentials, experience and particular strengths/skills.**
- 2. Interviews will be scheduled with those applicants whose files indicate that they may have the experience, skills and qualifications required by the Evergreen School District.**

Thank you again for your interest in our district. Your application will be thoroughly reviewed and given every consideration.

**Carole Schmitt
Director of Human Resources**

AN EQUAL OPPORTUNITY EMPLOYER

EVERGREEN SCHOOL DISTRICT

3188 QUIMBY ROAD
SAN JOSE, CA 95148
(408) 270-6800

Date _____

ADMINISTRATIVE APPLICATION

Social Security No: _____

Home Phone _____

Message Phone _____

1. **Name** _____

Current Address _____

City State Zip Code

Permanent Address _____

City State Zip Code

2. Are you able to perform all of the tasks with or without an accommodation? ___yes ___no
Please describe which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need.

For certain positions, an offer of employment may be contingent upon passing a job related physical examination.

3. **Position(s)** for which you are applying: _____

4. **College or University Education: (list most recent first)**

Name & Location	From	To	Degree	Major	Minor

5. **Professional Experience (list most recent first)**

Position	From	To	District & Address	Supervisor & Phone

6. **California Credentials Held** (Administrative and Teaching)

a. List the title on the face of the credential:

_____ Expires: _____

_____ Expires: _____

