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

ocial Security No:		CATION Home Phone Message Phone						
. Name								
Current Address								
				City	State	Zip Code		
Permanent Address	·			City	State	Zip Code		
. Are you able to per Please describe which what type of accomm	ch tasks, if	any, you w	ill need an					
For certain position physical examinatio		r of employ	yment ma	y be contingen	t upon passin	g a job relat		
Position(s) for which	you are appl	lying:						
College or Univers	ity Educat	tion: (list m	ost recen	t first)				
Name & Location		From	То	Degree	Major	Minor		
Professional Exper	rience (list	most recen	nt first)					
Position	From	To	To District & Address Supervisor & Phon					
California Credent	tials Held	(Administrati	ve and Tea	ching)				
a. List the title on								
					S:			
				Expires	S:			

Date _____

_		F	Expires:		
b.	California Credentials applied for:				
c.	Out-of-State Credentials:	I	Evniros:		
_					
d.	Are you enrolled in a credential or intern If yes, please provide details.	program?		yes	no
Н	as your credential ever been suspended or ave you ever been discharged/dismissed or om employment for misconduct or unsatist	r asked to resign		yes yes	no
	ach yes answer above in writing and at er of yes to any of these questions tion.		disqualify	a person fo	or employment
7. Can y	ou, after employment, submit verifica	tion of your legal righ	nt to work in	the United	States?
8 Candid	late's Statement: (Optional) Attach ar	nother sheet if necess	arv.		
o. Cunare	and a statement. (Optional) Trader at	iomer sheet it necess	ur y .		
authorize deliberate	certify that all statements made investigation of all statements le omissions of a fact in my applicated, termination from employment	nerein recorded. A	Any mater ation for re	ial misreprefusal of en	resentation or
		Applicant's Signat	ture		
		Date			

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