

## 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: \_\_\_\_\_

\_\_\_\_\_ Expires: \_\_\_\_\_

b. California Credentials applied for:

\_\_\_\_\_

c. Out-of-State Credentials:

\_\_\_\_\_ Expires: \_\_\_\_\_

\_\_\_\_\_ Expires: \_\_\_\_\_

d. Are you enrolled in a credential or intern program? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please provide details. \_\_\_\_\_

\_\_\_\_\_

Has your credential ever been suspended or revoked? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever been discharged/dismissed or asked to resign from employment for misconduct or unsatisfactory service? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever been convicted of any crime (other than traffic violations)? \_\_\_\_\_ yes \_\_\_\_\_ no

Explain each yes answer above in writing and attach to this form.

An answer of yes to any of these questions will not necessarily disqualify a person for employment consideration.

7. Can you, after employment, submit verification of your legal right to work in the United States?

8. Candidate's Statement: (Optional) Attach another sheet if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all statements made hereon are correct to the best of my knowledge and authorize investigation of all statements herein recorded. Any material misrepresentation or deliberate omissions of a fact in my application may be justification for refusal of employment, or if employed, termination from employment with the Evergreen School District.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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