



# APPLICATION FOR ADMINISTRATIVE EMPLOYMENT

SANTA CRUZ CITY SCHOOLS DISTRICT  
405 Old San Jose Road, Soquel, CA 95073  
831/429-3410 ext. 233

Applicant's Full Name:

\_\_\_\_\_ (Last)

\_\_\_\_\_ (First)

\_\_\_\_\_ (M.I.)

Address:

\_\_\_\_\_ (Street)

\_\_\_\_\_ (City)

\_\_\_\_\_ (State)

\_\_\_\_\_ (Zip)

Telephone Numbers:

( ) \_\_\_\_\_

( ) \_\_\_\_\_

( ) \_\_\_\_\_

(Home)

(Work)

(Cell)

E-Mail Address:

Person to Notify in  
Case of Emergency:

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Telephone#)

Position(s) Desired:

- \_\_\_\_\_
- \_\_\_\_\_

Placement File:

College/University: \_\_\_\_\_ City/State: \_\_\_\_\_

Located Under What Name: \_\_\_\_\_ File Number: \_\_\_\_\_

If a placement file is not available, attach at least three letters of recommendation from persons who will attest your most recent training and experience

Official Use Only - Class:

Step:

Employment Status:

Date of Offer:

**EDUCATIONAL BACKGROUND:**

Name of School or University City/State	Degree	Major	Major
Total number of semester (or equivalent) units earned AFTER Bachelor's Degree:			

**ADMINISTRATIVE EXPERIENCE: (UNDER CONTRACT)**

(List most recent first)

District City/State	Position Held	Supervisor's Name, Phone #	Dates From - To
Total full years (75% of year) of full time (at least 50% of day) administrative experience:			

**TEACHING EXPERIENCE:**

District City/State	Dates From - To	Grade Level and/or Subject Taught	Supervisor's Name, Phone #
Total full years (75% of year) of full time (at least 50% of day) teaching experience:			

**RELATED/OTHER WORK EXPERIENCE:**

Employer	City/State	Dates	Position/Type of Work	Supervisor

**CREDENTIALS:**

California Credentials now held:

Type	Subject Authorization	Grade Authorization	Expires

Credentials, other than California issued, now held:

Type	Subject Authorization	Grade Level	State	Expires

- If applicable, California Administrative Credential for which you have applied:

\_\_\_\_\_ Application Date: \_\_\_\_\_

**GENERAL INFORMATION:**

- In what language(s) other than English do you possess proficiency?

\_\_\_\_\_ Indicate:  Speaking  Reading  Writing

- Have you ever been dismissed, non-reemployed or asked to resign from any contracted certificated position?  Yes  No

If yes, please explain on an attached sheet.

- Have you ever left a position prior to the expiration of the contract?  Yes  No

If yes, please explain on an attached sheet.

- Have you ever been convicted of a felony or misdemeanor that has resulted in incarceration, a fine in excess of \$50, and/or probation?  Yes  No. If yes, explain on an attached sheet. A conviction may not necessarily disqualify an applicant from employment.

- How were you informed of this position?

\_\_\_\_\_

REMINDER: You must sign and date application below in order to be considered for employment.

My signature certifies that the aforementioned information is an accurate and correct statement of my personal and professional history.

I understand that before my contract for administrative services becomes effective or compensation is possible, a valid California credential or official authorization for services must be filed at the Santa Cruz County Office of Education.

As an applicant for a position with the Santa Cruz City School District, (hereinafter "District"), I am required to furnish information and references for use in determining my qualifications. I understand that the District may verify all data given in my Application For Employment, related papers, and/or oral interviews. I further understand that any and all references provided to the District may be contacted, either in writing or otherwise. By signing below, I hereby authorize such investigation. In addition, I authorize any previous employer and/or any other reference to release and fully disclose to any agent of the District any information that such person may have concerning me, including information of a confidential or privileged nature.

I hereby release the District, previous employers, and/or other references from liability or damage which may result from furnishing the information requested.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain my original written signature.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**TO COMPLETE YOUR APPLICATION, PLEASE PROVIDE THE FOLLOWING:**

1. Santa Cruz City School District Administrative Application
2. Resume
3. Cover Letter
4. Three (3) Current Letters of Recommendation
5. Copy or verification of completion of current credential(s) / certificate(s)

**MAIL TO:**

Santa Cruz City Schools  
Assistant Superintendent, Human Resources  
405 Old San Jose Road  
Soquel, CA 95073