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.

Cesar Torrico
Assistant Superintendent of Human Resources

AN EQUAL OPPORTUNITY EMPLOYER
EVERGREEN SCHOOL DISTRICT
3188 QUIMBY ROAD
SAN JOSE, CA 95148
(408) 270-6800

ADMINISTRATIVE APPLICATION

Social Security No: ____________________________
Home Phone ________________________________
Message Phone ________________________________

1. Name ______________________________________

Current Address _____________________________________________________________

Permanent Address ___________________________________________________________

City  State  Zip Code  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)

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<tr>
<th>Name &amp; Location</th>
<th>From</th>
<th>To</th>
<th>Degree</th>
<th>Major</th>
<th>Minor</th>
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5. Professional Experience (list most recent first)

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<tr>
<th>Position</th>
<th>From</th>
<th>To</th>
<th>District &amp; Address</th>
<th>Supervisor &amp; Phone</th>
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6. California Credentials Held (Administrative and Teaching)
   a. List the title on the face of the credential: 
      ____________________________________________ Expires: _______________________
      ____________________________________________ Expires: _______________________
b. California Credentials applied for: __________________________________________________________
Expires: ______________

c. Out-of-State Credentials: ________________________________________________________________
Expires: ______________  ________________________________________________________________
Expires: ______________

d. Are you enrolled in a credential or intern program?
   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

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

AN EQUAL OPPORTUNITY EMPLOYER