



Applicant Name: _____

INSTRUCTIONS: Complete all sections of this fillable PDF form on a locally saved copy. Along with this form, you must also submit: 1) a signed, dated cover letter; 2) a current resume; 3) three (3) current letters of recommendation; 4) Transcripts for each academic degree and credential (unofficial will be initially accepted), signed and dated. Please submit all required documents in a single PDF.

COMPLETE ALL SECTIONS (1-9)

1) PERSONAL INFORMATION

Name:		Doctorate: Ed. D. <input type="checkbox"/> Ph. D. <input type="checkbox"/>	
Email:		Mobile Phone:	
Address:	City:	State:	Zip:
Current Employer:		Site Annual Budget:	

2) PROFESSIONAL EXPERIENCE (Most recent first; appropriate abbreviation allowed)
(mm/yyyy)

Position/Title	From	To	Employer/Organization	District Enrollment

3) PROFESSIONAL EDUCATION (most recent first; appropriate abbreviation allowed)
(mm/yyyy)

Institution (College/University)	From	To	Major	Degree(s)

4) PROFESSIONAL REFERENCES (Must be three (3) people familiar with your career that we may contact, **from whom you have not submitted a letter of reference.** This will be done confidentially. **Mobile phone numbers are highly preferred.**

Full Name	Title/Position	Organization	Email Address	Mobile Phone

Do you object to PUSD contacting references other than those listed on the application? Yes No

5) CREDENTIALS: Do you have, or are you eligible for a California Administrative Services Credential.
 Select one: No, I do not have a credential No, but I am eligible Yes, I have a current CA Admin Credential
 Do you have any adverse actions on your credential or certification(s) from CTC or any other authorizing agencies?
 Select one: No Yes – if yes, please attach an explanation on a separate sheet.

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6) **WRITTEN RESPONSES:** Each response is limited to 1500 characters (approximately 230 words). The full text of your answer must be visible inside the response field.

A. Please comment on the most significant contributions you feel you have made in a leadership position.

B. Please indicate what you consider to be your most important qualifications that especially equip you to perform as a leader at Palermo Union Elementary.

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- C. Please describe your leadership style and include at least one (1) example of how your current district benefitted from your approach to a specific project or challenge.

7) REQUIRED LEGAL DISCLOSURES: (Convictions and/or Litigations)

Have you ever been convicted of any criminal offense? Yes No

This includes, but is not limited to, driving under the influence of alcohol or drugs (DUI), driving while intoxicated (DWI), and/or possession of illegal or controlled substances. It does not include minor traffic violations or expunged criminal convictions.

a) Misdemeanor Convictions

Type of Offense	Date(s)	Place(s)	Disposition

b) Felony Convictions

Type of Offense	Date(s)	Place(s)	Disposition

- c) Litigations: Are you named as a party in any active or pending litigation?** If so, please explain the details of this litigation.

Type of Litigation	Date(s)	Place(s)	Disposition

You must give a complete report of all convictions and/or litigations. **If necessary, please attach a separate page.**

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8) **CERTIFICATIONS:** To indicate your agreement with the statements below, **check the box to the left of each statement** then **enter your name and today's date** in the spaces provided.

I certify that I understand any failure to truthfully answer the required legal disclosures (above) may result in my being withheld from, or terminated from, employment.

I certify, by checking the box to the left and entering my full name and today's date below, that the information provided in this application form and the full application packet is true and complete to the best of my knowledge.

I certify, by checking the box to the left and entering my full name and today's date below, that if I am a finalist, I understand that I will be asked to provide official transcripts for each academic degree and credential listed. I may also be asked to provide additional information as requested by the Board and the Organization.

ENTER YOUR FULL NAME:

Date:

9) **REVIEW SUBMISSION INSTRUCTIONS, GATHER COMPLETED APPLICATION AND ALL REQUIRED ATTACHEMENTS THEN EMAIL THE COMPLETED PACKET TO CHELLO METCALF, HUMAN RESOURCES AT cmetcalf@palermok8.org**

SUBMISSION DEADLINE: Friday, March 27, 2026 by 5:00pm