

Application for a Certificated Management Position at Biggs Unified School District

Required: This application, a formal letter of application, complete resume, three letters of reference, copy of college transcripts, and copy of credential(s).

Please **TYPE/PRINT** this form.

Name: _____ Telephone: Area Code _____

Address: _____ Home: _____

City, State, Zip: _____ Office: _____

E-mail Address: _____ Cell Phone: _____

Specify type of California State Credentials held.

1. _____

2. _____

3. _____

Record of Professional Experience (Start with most recent experience)

| Position | Years Served From/To (Mo/Yr) | District | District Enrollment | Salary |
|----------|---------------------------------|----------|------------------------|--------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Record of Professional Education (Verification of degree(s) may be required)

| Institution | Dates | Major | Degree |
|-------------|-------|-------|--------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

References we may contact confidentially

Give names, titles, and telephone numbers of at least five people who have supervised you (current and former positions).

| | | |
|----------------|-------------------|-------------------|
| Name and Title | Home Phone Number | Work Phone Number |
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| Name and Title | Home Phone Number | Work Phone Number |
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What significant contributions do you feel you have made in an administrative position?

What important qualifications do you feel equip you to perform as an administrator?

Have you ever been convicted of a misdemeanor or a felony? Yes No If yes, please explain.

Do you object to the Superintendent contacting references other than those listed herein in your confidential papers? Yes No

May the Superintendent contact your previous employers? Yes No

I certify that the information provided herein is true and complete to the best of my knowledge.

Signature of Applicant _____ Date _____

Return to:

Loretta Long, Human Resources Director
Biggs Unified School District
300 B Street, Biggs, CA 95917
530-868-1281, ext. 8100

