

CUPERTINO UNION SCHOOL DISTRICT
10301 Vista Drive, Cupertino, CA 95014 408-252-3000



Cupertino Union School District
10301 Vista Drive, Cupertino, CA 95014, 408-252-3000

CERTIFICATED MANAGEMENT APPLICATION PROCEDURE

All applications are to be sent to:

Nancy Johnson, Assistant Superintendent
Human Resources
Cupertino Union School District
10301 Vista Drive
Cupertino, CA 95014

The following materials are required for a complete application packet:

1. Certificated management application
2. A personal letter supplementing the resume and indicating special competencies for the certificated management position
3. Resume delineating those activities which you believe to represent your professional accomplishments
4. Three letters of recommendation
5. Copy of California Administrative Credential
6. Copy of transcripts, copy of CBEST, copy of CSET if applicable

All materials must be submitted to have a complete, active application to be considered for interview. We appreciate having applicants submit all materials in one packet. If your application packet is complete, you will be notified. We will contact you by telephone if you are selected for an interview.

PLEASE PRINT THE APPLICATION AND MAIL IT WITH THE REQUIRED DOCUMENTS ATTACHED. WE CANNOT ACCEPT E-MAILED APPLICATIONS.

AN EQUAL OPPORTUNITY EMPLOYER
Title IX Coordinator: Assistant Superintendent, Instructional Services
Uniform Complaint Procedure Coordinator: Director of Instruction, Pupil Services



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CERTIFICATED MANAGEMENT APPLICATION

(Please Print or Type Clearly)

Date _____

Name: _____ **Soc. Sec. No.** _____
 (Last) (First) (Middle)

Current Address _____ **Phone**() _____
 (Street)

_____ **Cell Phone** () _____
 (City/State) (Zip)

E-mail address _____

ADMINISTRATIVE POSITION APPLYING FOR:

- Elementary Principal
- Middle School Principal
- Middle School Assistant Principal

Central Office _____
 Other _____

Date available for employment: _____ **Total number of years teaching:** _____

Total Number of years in administration _____

Valid California Credentials :

(Attach copies)

 (Name of Credential) (Expiration Date)

 (Name of Credential) (Expiration Date)

Present Position: _____
 (Position Title) (Immediate Supervisor)

 (Employer) (Address) (Phone)

ADMINISTRATIVE EXPERIENCE

DATES FROM TO	NAME OF SCHOOL AND DISTRICT	ASSIGNMENT	SUPERVISOR'S NAME AND PHONE NUMBER

(List most recent first)

REGULAR TEACHING EXPERIENCE

DATES FROM TO	NAME OF SCHOOL AND DISTRICT	GRADE/SUBJECT	PRINCIPAL'S NAME

EDUCATION AND PROFESSIONAL TRAINING

INSTITUTION	LOCATION	DATES	DEGREE	MAJOR/MINOR

PLACEMENT OFFICE WHERE YOUR REFERENCES ARE ON FILE: Applicants must request that the file be sent to the District.

Name of Placement Office: _____ File No., if known _____

File under the name of: _____

Placement papers have been requested: **Yes** **No** If a placement file is not available, three (3) letters professional reference letters are required.

Professional References: (List three administrators familiar with your career whom we may contact).

Name	Address	Position	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

LIST OTHER TRAINING, EXPERIENCES, ACTIVITIES, OR INTERESTS WHICH YOU BELIEVE CONTRIBUTE TO YOUR ABILITY AS AN ADMINISTRATOR:

Has your credential ever been suspended or revoked? Yes No
Have you ever been dismissed or asked to resign from any certificated position? Yes No
Have you ever been convicted of a crime other than a traffic violation? Yes No

If so, when, where and the disposition of the case _____

The above question must be answered, irrespective of any dismissal under the provisions of 1203.4 of the Penal Code. Conviction is not an automatic bar to employment in all cases. Each case is treated individually.

(For each question answered yes, explain the circumstances in writing and attach the statement to this form.)

This application will be kept on file during this calendar year. Please notify us promptly if you accept another position. APPLICANTS MUST SUBMIT A LETTER OF APPLICATION, RESUME, COPIES OF CREDENTIALS, COPIES OF TRANSCRIPTS, AND A PLACEMENT FILE.

I HEREBY CERTIFY that all statements made in this application are true and correct to the best of my knowledge and I authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

Signature of Applicant **Date**

Note: The Cupertino Union School District provides equal opportunity in employment and access to school programs for all persons regardless of race, sex, religion, color, national origin, ancestry, age, or handicap in every aspect of personnel policy, practice and school program accessibility as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.



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<p>No information given will be used to discriminate against or give preference to any individual in any personnel transaction. Section 1233 of the California Government Code permits school districts to solicit from employees a voluntary declaration of their sex and racial/ethnic group membership. Information provided will assist the district in accurately compiling required statistical reports for Federal and State agencies.</p>	<p>Name _____ (Last Name First)</p> <p>Position _____</p> <p>Sex (Please check) <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>SOURCE OF REFERRAL (Applicants Only) Who or what agency or other source sent you to this District to apply?</p> <p>_____</p>
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CHECK THE CATEGORY BELOW WHICH BEST IDENTIFIES YOUR RACIAL/ETHNIC BACKGROUND

- 1. Hispanic (of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin- regardless of race).
- 2. White, not of Hispanic origin (of the original peoples of Europe, North Africa, or the Middle East; e.g. England, Portugal, Egypt, and Iran).
- 3. African American, not of Hispanic origin.
- 4. Filipino (of the original peoples of the Philippine Islands).
- 5. Asian or Pacific Islander (of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent, e.g., China, India, Japan, Korea, and Samoa).

LANGUAGE ABILITY

Fluent in _____ Able to Speak _____ Able to Read and Write _____

CHECK ALL CATEGORIES BELOW WHICH ARE APPLICABLE:

- Hearing loss of 50% in both ears
- Vision loss (use of glasses does not apply)
- Other (specify) _____
- Impairment due to amputation, loss of function
- Speech loss or impairment