

## CERTIFICATED MANAGEMENT POSITION APPLICATION FORM

Position Applying for: \_\_\_\_\_

Applicants are requested to complete this form in its entirety. To complete the application process, the following items are to be submitted with the application: (1) formal letter of application; (2) complete and current resume; (3) copy of administrative credential; (3) placement file or three-to-five letters of recommendation from previous employers or professional colleagues; (4) list of accomplishments; and (5) educational API / AYP results and test scores at current and previous school sites (minimum of three years). It is the applicant's responsibility to see that all application documents are received by the DSUSD Personnel Services Office.

### Applicant Personal Information

Last Name:	First Name:	Middle Initial:	
Street Address:	Home Telephone #:	Social Security #:	
City/State:	Work Telephone #:	Drivers License #:	
Zip Code:	Cell Phone #:	Email Address:	
Other Names You Have Worked Under:			
List Any Relatives Currently Employed by DSUSD and Their Relationship To You:			
Name	Department	Position Held	Relationships

Will you, after employment, submit verification of your legal right to work in the United States?  Yes  No

### Credential Information (include copies of all credentials)

Do you have or are you qualified for a California Administrative Services Credential?  Yes  No

California Trained       Out of State Trained

Type of Credential	Authorization	Expiration Date	State

Tests You Have Passed:       CBEST    MSAT    RICA    PRAXIS/SSAT    CSET

Programs You Are In:       INTERN

Additional Certificates Held:    BCC    BCLAD    CLAD    LDS    ELD/SDAIE

Other: \_\_\_\_\_

### Record of Professional Education

Institution	Dates	Major	Degree

**Desert Sands Unified School District**

**CERTIFICATED MANAGEMENT POSITION APPLICATION FORM (continued)**

**Record of Professional Experience** (list the most recent position first)

1.	Date From/Date To	
	Position/Title	
	Employer	
	Address (Street/City/State/Zip)	
	Name of Immediate Supervisor	
	Telephone #	
	Salary	
	Enrollment	
	Reason For Leaving	

2.	Date From/Date To	
	Position/Title	
	Employer	
	Address (Street/City/State/Zip)	
	Name of Immediate Supervisor	
	Telephone #	
	Salary	
	Enrollment	
	Reason For Leaving	

3.	Date From/Date To	
	Position/Title	
	Employer	
	Address (Street/City/State/Zip)	
	Name of Immediate Supervisor	
	Telephone #	
	Salary	
	Enrollment	
	Reason For Leaving	

4.	Date From/Date To	
	Position/Title	
	Employer	
	Address (Street/City/State/Zip)	
	Name of Immediate Supervisor	
	Telephone	
	Salary	
	Enrollment	
	Reason For Leaving	

Are you currently under contract or do you have the ability to be released from any other district/county office?

Yes  No

If Yes, with whom? \_\_\_\_\_ Contract Expiration \_\_\_\_\_

Desert Sands Unified School District

CERTIFICATED MANAGEMENT POSITION APPLICATION FORM (continued)

**Professional References (Minimum of Three)**

1. Name	
Position/Title	
Employer/Organization	
Work Telephone #	
Cell Phone #	
Email Address	
May we contact this individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If No, please give reason why and when they could be contacted.)	

2. Name	
Position/Title	
Employer/Organization	
Work Telephone #	
Cell Phone #	
Email Address	
May we contact this individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If No, please give reason why and when they could be contacted.)	

3. Name	
Position/Title	
Employer/Organization	
Work Telephone #	
Cell Phone #	
Email Address	
May we contact this individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If No, please give reason why and when they could be contacted.)	

**Bilingual Abilities**

Are you bilingual?  Yes  No      Language(s) \_\_\_\_\_

Desert Sands Unified School District

CERTIFICATED MANAGEMENT POSITION APPLICATION FORM (continued)

Legal Information

The following information is REQUIRED for your application to be considered. An applicant is not required to include information about offenses involving sealed records, satisfactory completion of probation, or successful completion of a pretrial diversion program. However, expungement or discharge pursuant to Penal Code section 1203.4 does not relieve you of the obligation to answer questions truthfully when applying for a public school administrative position. Penal Code section 1203.4 provides that a change of plea or dismissal of charges after termination of probation pursuant to an order does not relieve the defendant from disclosing the conviction in response to any questionnaire or application for licensure by any state or local agency. EXPLAIN ALL "YES" ANSWERS IN THE BOX PROVIDED BELOW THE QUESTION

- 1. Have you ever been convicted of a crime: (felony or misdemeanor), or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest), and/or a finding of guilty by a judge or a jury. [ ] Yes [ ] No

If you answered "Yes," please explain in the box below.

[Empty box for explanation]

- 2. Have you ever been dismissed or asked to resign from any position? [ ] Yes [ ] No

If you answered "Yes," please explain in the box below.

[Empty box for explanation]

- 3. An Affirmative Action/Equal Employment Opportunity Employer:

It is a policy of the Desert Sands Unified School District not to discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex or sexual orientation, for access to its educational programs and activities, or in the recruitment and employment of personnel, or for membership in advisory groups or committees. District employees work in a smoke-free environment. Complaints, inquiries, or translation requests related to gender equity, nondiscrimination and uniform complaint procedures should be directed to: Sherry Johnstone, Assistant Superintendent, Personnel Services, Desert Sands Unified School District, 47-950 Dune Palms Road, La Quinta, CA 92253, (760) 771-8687. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made.

Will you need any reasonable accommodation to participate in the hiring process? [ ] Yes [ ] No

If you answered "Yes," please explain in the box below.

[Empty box for explanation]

- 4. My submission of this application authorizes the Desert Sands Unified School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my rights of access to any such information, and without limitation hereby release the school district and reference source from any liability in connection with its release or use. This release includes the courses cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certifications that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with Desert Sands Unified School District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_