



BERKELEY UNIFIED SCHOOL DISTRICT

Human Resources Department

2134 Martin Luther King Jr., Way, Berkeley California 94704-1180

Phone (510) 644-8839 or 644-6150 Fax 644-6151

Application for Classified Management Positions

This is NOT an online application. It is NOT the application for a regular classified position.

Please print then manually type in or handwrite onto this form, returning either via U.S. Mail, overnight courier, or by hand delivering.

✓ **Include a Cover letter, a complete resume, and 3 letters of recommendation**

Position Applied For:

<u>Last Name</u>	<u>First Name</u>	<u>Middle Initial</u>	
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Home Number:</u>	<u>Office Number:</u>	<u>Mobile Number:</u>	

<u>Type of current Organization/District (K-6, K-12, etc.)</u>	<u>Annual Budget</u>
<i>What is the ethnic composition of the students in your current district?</i>	

Do you speak another language? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<u>Language(s)</u>	<u>Proficiency</u>

Record of Professional Experience *(Start with most recent experience)*

<u>Title</u>	<u>Years Served From (Mo./Yr.) To (Mo./Yr.)</u>	<u>District Name</u>	<u>District Enrollment (ADA)</u>	<u>Salary</u>

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

<u>Institution</u>	<u>Dates</u>	<u>Major</u>	<u>Degree</u>

Professional references we may contact confidentially

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

<u>Name/Title</u>	<u>Home #</u>	<u>Work #</u>

SPECIAL NOTES (Limit comments to space provided.)

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

What are your most important qualifications that especially equip you to perform in this position for which you are applying?

Do you object to the District contacting references other than those listed herein and in your confidential papers?

Yes No

The Berkeley Unified School District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Read Carefully Before Signing

I authorize the investigation of all statements contained in this application and certify that the information I have provided is true and correct. I understand that misrepresentation or omission of facts is cause for immediate dismissal and/or non-consideration for a position with Berkeley Unified School District.

I release from liability persons and organizations reporting information pursuant to an investigation of my statements provided in this application, and I waive any right of access to such information. I release Berkeley Unified School District and its agents from any liability in connection with the use of information provided in said investigation.

I agree to be fingerprinted prior to hire, to submit to a completed medical examination if requested as pertinent to this position, to sign an oath of allegiance as required by law, and upon employment, to furnish such proof of age and eligibility to work in the United States as may be required.

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

SIGNATURE OF APPLICANT

DATE