



# BERKELEY UNIFIED SCHOOL DISTRICT

Office of Human Resources  
 2134 Martin Luther King Jr., Way, Berkeley California 94704-1180  
 Phone: (510) 644-6150 / Fax: (510) 644-6151

For Office Use Only
Date Received: _____
Initials: _____

## Application for Administrative Position

Please TYPE or PRINT this form in its entirety. POSITION APPLIED FOR: \_\_\_\_\_

**A formal letter of application, complete resume, placement papers and/or 3 letters of references are required.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Number ( ) \_\_\_\_\_ Office Number ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Type of current Organization/District K-6, K-12, etc.) \_\_\_\_\_ Annual Budget \_\_\_\_\_

What is the ethnic composition of the students in your current district? \_\_\_\_\_

Do you speak another language?  No  Yes Language \_\_\_\_\_ Proficiency \_\_\_\_\_

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

Title	Years Served		District	District Enrollment	Salary
	From (Mo../Yr.)	To (Mo../Yr.)			
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

Institution	Dates	Major	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**References we may contact confidentially.**

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

_____	Home _____
_____	Work _____
_____	Home _____
_____	Work _____
_____	Home _____
_____	Work _____

## ***Application for Administrative Position***

**SPECIAL NOTES** (Limit comments to space provided.)

*Please comment on the most significant contributions you feel you have made in an administrative position.*

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

*Do you have a current California Administrative Services K-12 Credential?*  Yes  No

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

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

---

**SIGNATURE OF APPLICANT**

**DATE**