

MILLBRAE SCHOOL DISTRICT

555 Richmond Drive
Millbrae, CA 94030
(650) 697-5693

ADMINISTRATIVE EMPLOYMENT APPLICATION

Name (as it appears on credential) Social Security Number

Present address Phone # (include area code)

City State ZIP

Permanent address Phone # (include area code)

City State ZIP

E-mail address

Position: _____

Grades: _____

Bilingual: No Yes Which language(s)? _____

What co-curricular activities have you led? _____

CERTIFICATION

1. Do you hold an administrative credential: Yes No
If yes, list exact title on credential _____
and state in which it was issued _____

2. If you do NOT hold an administrative credential, are you working toward one? Yes No
If yes, date of anticipated completion: _____

3. Other credentials held: (i.e. Std, Gen., Ryan Mult, or Single Subj, Specialist--Authorization, Major/Minor)

(Credential) (Expiration)

(Credential) (Expiration)

COMPOSITION

Complete the following exercise in your own handwriting. Use back of application or attach additional sheets if necessary.

Briefly describe significant experiences while working with young people: _____

Please add any other information/comments which you feel will assist us in evaluating your application: _____

Has your credential ever been suspended or revoked? Yes No

Have you ever left a regular certificated position at any time other than the end of the school year? Yes No

Have you ever been dismissed or asked to resign from any certificated position? Yes No

Have you ever been convicted or pleaded *nolo contendere* for any violation other than minor traffic offenses? Yes No

Have you ever worked in San Mateo County schools? Yes No

Have you ever been a member of the California Teachers Retirement System? Yes No

If 'yes' to above, what school district? _____ What county? _____

Who was the Superintendent under whom you last worked? _____

Address: _____

How many months of active military duty have you served? _____

I hereby certify that all statements made herein are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I realize that false information can result in termination. I release from all liability persons and organizations reporting information required by this application.

Signature of applicant

Date

The Millbrae School District is an affirmative action/equal opportunity employer. The District does not discriminate in educational programs and activities or in the employment of personnel on the basis of sex, race, national origin, color, religion, age, or physical handicap.

GENERAL APPLICATION PROCEDURES

- ⌘ Forward the completed application packet to:

**Millbrae School District
Personnel Department
555 Richmond Drive
Millbrae, CA 94030**

- ⌘ **Complete Application:** to be considered, you must submit a letter of intent (cover letter), our completed application, along with the handwritten responses, a resume, copy of all credentials, and three letters of recommendation. An incomplete packet will not be considered.

- ⌘ Your application and papers will be kept in the active file for one year.

- ⌘ A valid California credential is required; grades K-5 require Multiple Subject credential; grades 6-8 require Multiple Subject or Single Subject credential pertaining to opening available.

- ⌘ As openings occur, the District will conduct paper screening process and notify candidates. Next a personal interview before the District committee will be conducted and successful candidates will be placed on an eligibility list for the school year. As openings occur, selected candidates from the eligibility list will be invited for a school site interview where they will teach a lesson.

- ⌘ Inquiries regarding applications and openings may be directed to the Personnel Office at (650) 697-5899. The Millbrae School District job line is (650) 697-7986.

FOR DISTRICT USE ONLY			
PAPER SCREENING	INTERVIEW	DATE	SIGNATURE
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
DISTRICT LEVEL	INTERVIEW	DATE	
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
INTERVIEWED FOR OPENING		DATE	
			<input type="checkbox"/> Recommended
<input type="checkbox"/> Not Recommended			
			<input type="checkbox"/> Recommended
<input type="checkbox"/> Not Recommended			