



CERTIFICATED ADMINISTRATIVE EMPLOYMENT APPLICATION

WINDSOR UNIFIED SCHOOL DISTRICT
9291 OLD REDWOOD HIGHWAY, BLDG. 500
WINDSOR, CALIFORNIA 95492-9217
WWW.WUSD.ORG
(707) 837-7703

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____ MESSAGE NUMBER: _____ E-MAIL: _____

Is there any additional information relative to change of name, use of an assumed name, or nickname necessary to enable the district to check on your work and education record? If so, please explain. _____

POSITION FOR WHICH YOU ARE APPLYING: _____

CALIFORNIA CREDENTIALS NOW HELD:

Type _____ Expires _____

Type _____ Expires _____

Type _____ Expires _____

California Teaching Credential applied for, but not yet received: _____

Have you passed the CBEST? Yes _____ Date _____ No _____ Exempt _____

If exempt, please explain _____

EDUCATION:

Institution	Dates	Major	Degree Earned

◆ Do you have a MA/MS/Md Yes No

◆ Do you have an EdD/PhD/JD Yes No

RECORD OF PROFESSIONAL EXPERIENCE:

Position	Years Served (From/To)	District	District Enrollment

REFERENCES: (Persons qualified to give information relative to your fitness for the position you seek)

Name and Title	Address	Telephone

REQUIRED ATTACHMENTS

- Cover Letter
- Resume
- Three to five current letters of recommendation or Placement file
- Copy of Credential(s)

◆ Omission of essential information is grounds for withdrawal of offer of employment.

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

◆ Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude? Yes No If “yes” please give the date of offense and outcome.

CONVICTION IS NOT AUTOMATIC BAR TO EMPLOYMENT

◆ Have you ever been involuntarily terminated or asked to resign from another school district? Yes No
If “yes”, please give the name of the district and the date and the reason for the termination or request for resignation.

◆ Have you ever had your teaching credential revoked or suspended? Yes No
If “yes” please give the date and the reason for such action.

The Board of Education of the Windsor Unified School District by policy subscribes to equal employment opportunity for all applicants without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition.

Complaints regarding discrimination should be filed with the Superintendent, Windsor Unified School District.

Employment with the Windsor Unified School District is subject to a loyalty oath, a negative tuberculin test or chest x-ray, and fingerprinting. And in some instances a pre-placement physical.

AGREEMENT

I hereby certify that the above information is, to the best of my knowledge, true, accurate, and complete. Any misrepresentations or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and the attachments become property of the District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District now in force and effect, or as they may change during my employment, if the district employs me. I hereby authorize the District to conduct work history, personal reference, or police record inquiries to determine my acceptability for employment. I understand that employment is subject to verification of my lawful status.

Signature of Applicant _____

AN EQUAL OPPORTUNITY EMPLOYER

The information below will not be used as a basis for selection. It will be used for statistical purposes only. Thank you

What is your ethnicity? (Please check one):

- Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin, regardless of race)
- Not Hispanic or Latino

What is your race? (Please check up to five racial categories)

- American Indian or Alaska Native (100)
(persons having origins in any of the original people of North, Central or South America)
- Chinese (201)
- Japanese (202)
- Korean (203)
- Vietnamese (204)
- Asian Indian (205)
- Laotian (206)
- Cambodian (207)
- Hmong (208)
- Other Asian (299)
- Hawaiian (301)
- Guamanian (302)
- Samoan (303)
- Tahitian (304)
- Other Pacific Islander (399)
- Filipino/Filipino American (400)
- African American or Black (600)
- White (700) (persons having origins in any of the original peoples of Europe, North Africa, or the Middle East)