



LAKE ELSINORE UNIFIED SCHOOL DISTRICT

PERSONNEL SUPPORT SERVICES
545 Chaney Street, Lake Elsinore, CA 92530
(951) 253-7035
www.leusd.k12.ca.us

An Affirmative Action - Equal Opportunity Employer

MANAGEMENT POSITION APPLICATION

A letter of interest, resume, three (3) current professional letters of recommendations, and completed application are required for you to be considered for the position you are applying.

Date: _____ Desired Position: _____

Name: _____ Email Address: _____

Complete Address: _____

Cell Phone Number: _____ Alternate Telephone: _____

Record of Professional Experience (Begin with most recent.)

City, State	School District Or Employer	Name of School (if applicable)	Position Title	Dates Served	# of Mos	Reason for Leaving

A. List languages other than English you can speak: _____

B. List languages other than English you can write: _____

C. List languages other than English you can read: _____

Record of Professional Education (Begin with most recent.)

University	City, State	Major	Minor	Degree/Awarded

A. List all credentials and/or certifications you hold: (Copies of California credential(s), certification(s), certificate of eligibility for Administrative credential or University Intern letter of eligibility must accompany your application) If you do not have a California Administrative Services credential or a University Internship credential, are you eligible for one upon offer of employment? Yes _____ No _____ (If yes, please attach proof)

Credential	State	Awarded	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Additional Information:

- Where are you currently employed, and what is your position? _____

- What position are you assigned next school year? _____
- Why do you wish to leave your current position? _____

- You may be required to take and pass a job-related medical examination. Are you able to perform the essential functions of the job for which you have applied, with or without reasonable accommodation? ___Yes ___No
- Have you ever been discharged or asked to resign from an administrative position? ___Yes ___No

If yes, please explain on a separate piece of paper.

- Are you physically able to perform the functions of this position with/ or without accommodation? ___Yes ___No
- Have you ever been convicted of a 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. (Exclude convictions for marijuana-related offenses for more than two years old.) ___Yes ___No
If "Yes," list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/ or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c). The California Labor Code section 432.8 prohibition on asking about marijuana convictions does not apply to Health and Safety Code section 11359 (possession of marijuana for sale) and Health and Safety Code section 11378 (possession of a specific controlled substance). These convictions must be disclosed. (Use a separate sheet of paper to explain details—a conviction will not constitute an automatic bar from selection as a candidate.)
- Have you ever had a credential suspended and/ or revoked? ___Yes ___No
If yes, please explain on a separate piece of paper.
- Do you object to the District contacting references other than those listed herein this document? ___Yes ___No

- 10. Are you or have you ever been a member of the California Public Employees Retirement System? ___Yes ___No
- 11. Are you or have you ever been a member of the State Teacher’s Retirement System? ___Yes ___No
- 12. If you are a retiree of either retirement system, please indicate PERS and/or STRS and the date of retirement(s).

C. What abilities/skills will you bring to this position that separates you from other candidates?

D. Share your reason for applying for a position in LEUSD. (attach a separate sheet if necessary)

E. Original Statement: Write a brief statement regarding your personal goals as a member of our society. (attach a separate sheet if necessary)

I certify that the information supplied in this application is true and correct. I authorize the persons, schools, current employer, and any other organizations or employers named in this application to provide the Lake Elsinore Unified School District with any information that may be required to arrive at an employment decision.

Signature: _____ Date: _____

Falsification of any part of this application shall be cause for rejection of application or dismissal.

A fingerprint screening and drug screening will be required of all finalists before employment.

Nondiscrimination Statement - The Lake Elsinore Unified School District (LEUSD) is committed to ensuring equal, fair, and meaningful access to employment and educational services. The District does not discriminate in any employment practice, educational program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy, and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans’ status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination shall apply to both educational services and employment. The Office of Equal Opportunity is charged with overseeing, leading, and directing the LEUSD’s efforts to meet the legal obligations set forth in state and federal civil rights laws and regulations in LEUSD employment and delivery of educational services. Inquiries regarding nondiscrimination and civil rights should be directed to Title IX Coordinators of the Lake Elsinore Unified School District.