



**APPLICATION FOR EMPLOYMENT
CERTIFICATED EXEMPT –ADMINISTRATOR**

It is the policy of the Urban Charter Schools Collective (UCSC) and the Yav Pem Suab Academy (YPSA) to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental disabilities or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. All section of the application must be completed, even if you are attaching a resume. An illegible application may preclude you from consideration.

SUBSTITUTE POSITION APPLYING FOR:

(Please complete an application for each position being applied for.)

	Principal
	SPED Director

	Assistant Principal
	Chief Business Officer

I. PERSONAL INFORMATION

First Name	Middle Initial	Last Name
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Physical Address: Street & Apt.#	City	State	Zip
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Mailing Address: Street & Apt.#	City	State	Zip
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Home Telephone

Work Telephone

Cell Phone

E-mail

Driver's License #	State
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If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Have you ever applied to or worked for our School before?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, when?

Do you have any friends or relatives working for our School?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, state name(s) and relationships:
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If hired, are you able to perform the essential functions of the positions for which you are applying, either with or without reasonable accommodations?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If accommodation is needed, please explain:

II. EDUCATION & TRAINING

PLEASE ATTACH A RESUME DEMONSTRATING YOUR EXPERIENCE AND EXPERTISE IN THE JOB YOU ARE APPLYING FOR. LIST YOUR PREVIOUS POSITIONS ACCORDING TO THEIR RELEVANCE WITH EMPLOYMENT AT THIS SCHOOL.

A. SCHOOLS ATTENDED – (Transcripts will need to be provided if employed)

High School / College Name	Degree	Date Degree Completed	# of Units	Major	Minor	Special Honors or Awards

B. CALIFORNIA CREDENTIALS OR LICENSES HELD

List all credentials issued by the California Commission on Teacher Credentialing (CCTC).

*Note: Please include the **FIRST & LAST NAME** that your credential is listed under at CCTC.*

First & Last Name	Credential Issued	Expiration Date

III. EMPLOYMENT HISTORY

Please list professional references for **all employers during your past 5 years of employment**. Blank or missing information will be considered as an incomplete application.

Name of Employer or Company	
Address	
Position title	
Assignment type <i>(P/T, F/T, Sub, Perm, Temp)</i>	
Dates Employed	
Duties	
Supervisor Name & Phone	
Reason(s) for Leaving	

EMPLOYMENT HISTORY-Continued

Name of Employer or Company	
Address	
Position title	
Assignment type <i>(P/T, F/T, Sub, Perm, Temp)</i>	
Dates Employed	
Duties	
Supervisor Name & Phone	
Reason(s) for Leaving	

Name of Employer or Company	
Address	
Position title	
Assignment type <i>(P/T, F/T, Sub, Perm, Temp)</i>	
Dates Employed	
Duties	
Supervisor Name & Phone	
Reason(s) for Leaving	

Name of Employer or Company	
Address	
Position title	
Assignment type <i>(P/T, F/T, Sub, Perm, Temp)</i>	
Dates Employed	
Duties	
Supervisor Name & Phone	
Reason(s) for Leaving	

Cut and paste additional employer boxes as needed.

IV. INFORMATION RELATED TO THE POSITION

A. How did you hear about this job?

Website Friend Internet/Social Media UCSC Employee
 Name of Employee: _____

B. As of today, describe your familiarity with the Yav Pem Suab Academy charter petition approved by the Sacramento City Unified School District Board of Education:

	Have not read it yet.
	Skimmed it.
	Read it cover to cover.
	Read thoroughly the section on the education plan.
	Read thoroughly the section on employee expectations.

C. Language Skills - (Other than English)

Note: You are not required to be proficient in a second language in order to teach at the school.

List all other languages you are fluent in:

	Speak	Read	Write
1.			
2.			
3.			

D. Share evidence of demonstrated leadership in school or other settings:

E. Share examples of your innovation and creativity that resulted in increased student achievement and student social growth:

F. Why are you interested in working at Yav Pem Suab Academy – Preparing for the Future Charter School?

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Signature:		Date:	
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Return completed application to staff@urbancsc.org