

## Application for the Position of Principal Biggs Unified School District

Required: This application, a formal letter of application, complete resume, placement papers and/or three letters of reference and copy of college transcripts.

Please **TYPE/PRINT** this form as it will be duplicated several times.

Name: \_\_\_\_\_ Telephone: Area Code \_\_\_\_\_

Address: \_\_\_\_\_ Home: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Office: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of current organization/district (K-6,K-12,etc.) & ethnic composition:  
\_\_\_\_\_ Annual Budget: \_\_\_\_\_

Specify type of California State Credentials held.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

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

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

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

**References we may contact confidentially**

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

Name and Title	Home Phone Number	Work Phone Number
_____	_____	_____

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Name and Title	Home Phone Number	Work Phone Number
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Name and Title	Home Phone Number	Work Phone Number
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What significant contributions do you feel you have made in an administrative position?

What important qualifications do you feel equip you to perform as a principal?

Have you ever been convicted of a misdemeanor or a felony? Yes No If yes, please explain.

Do you have a California General Administrative or Standard Administrative Credential? Yes No

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

May the Superintendent contact your previous employers? Yes No

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Return to:**

Donna Cyr, Human Resources Officer  
Biggs Unified School District  
300 B Street, Biggs, CA 95917  
530-868-1281, ext. 8100