

APPLICATION – ADMINISTRATIVE PERSONNEL

Gonzales Unified School District  
 P.O. Drawer G  
 Gonzales, CA 93926  
 (831) 675-0100

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last Name) (First Name)

Position For Which You Are Applying: \_\_\_\_\_

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

Present Position: \_\_\_\_\_

Employer: \_\_\_\_\_ Salary: \_\_\_\_\_ Enrollment: \_\_\_\_\_

Business Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

PROFESSIONAL PREPARATION:

Institution and Location	Major / Minor	Degree / Date Received

SUMMARY OF EXPERIENCE: Please begin by listing your present position or most recent position held.

Institution and Location	Position Held	From / To	Years	Enrollment

Type of Credential held: \_\_\_\_\_

REFERENCES: Please list three people you believe have the best insight on your administrative abilities.

Name	Telephone	Working Relationship

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions: The following questions are designed to help us begin to know you as a person and as a professional. Your concise and candid responses are very important to us.

1.) Why did/do you want to become an assistant principal, a principal, or district office administrator?

2.) What do you consider to be your major strengths that will help you in the position you are seeking?

3.) In your previous experience, in what ways have you most influenced a school and or a community?

4.) In your opinion, as a school site administrator, what communication approaches are/would be most effective?

5.) What methods or approaches do/would you use to bring changes about in a school or the district?

6.) How do/would you delegate responsibility to others?

7.) How do/will you, as a school site administrator, work most effectively with the superintendent?

8.) What has been / (will be) the most rewarding thing to you as an administrator and why?