



**Calaveras Unified School District**

3304-B Highway 12  
P.O. Box 788  
San Andreas, CA 95249  
(209) 754-2300  
Fax (209) 754-2215  
[www.calaveras.k12.ca.us](http://www.calaveras.k12.ca.us)

**INTERNAL LATERAL EMPLOYMENT APPLICATION**  
Please Include a Cover Letter & Resume

\_\_\_\_\_  
Position Applying For Dept. Shift

\_\_\_\_\_  
Name: Last First MI Date of Hire

\_\_\_\_\_  
Current Position Dept. Shift Current Position Date of Hire

List qualifications/experience, which you feel, helps you qualify for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Licenses/Certifications & Education you possess which apply:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like this application to be kept confidential? Yes \_\_\_ No \_\_\_

I hereby authorize the Administrator to review my personnel folder. Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept. Extension

\_\_\_\_\_  
Home Phone Number

Personnel Use Only

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_