



EAST SIDE UNION HIGH SCHOOL DISTRICT SEEKS AUDIT COMMITTEE APPLICANTS

The District invites applications from persons interested in serving on the school district's Audit Committee. Applicants must reside within the boundaries of the East Side Union High School District and meet other qualifications set forth in the Audit Committee Charter. The Board of Trustees will be appointing one committee members with a two-year term from February 1, 2013, through January 31, 2015, and one alternate with a one-year term from February 1, 2013, through January 31 2014. Committee members currently serving in these positions may apply to be reappointed.

Interested community members may apply during the application period by submitting the following:

- An introductory cover letter summarizing why you should be considered for this appointment.
- The applicant/nominee will be required to provide written responses to the questions listed below:
 1. *Briefly describe any professional or community experience that you believe qualifies you to serve on the Audit Committee. You may attach a current resume.*
 2. *Briefly describe any previous experience/involvement with the East Side Union High School District and/or other public schools.*
 3. *Briefly state why you are interested in serving as a member of the Audit Committee for the East Side Union High School District.*
 4. *Briefly describe your understanding of the role of the Audit Committee.*

Applicants are invited to review the Audit Committee Charter at:

[http://www.esuhds.org/documents/Administration/Audit_Committee/Audit Cmte Charter/Audit Cmte Charter AMENDED 11 17 2011.pdf](http://www.esuhds.org/documents/Administration/Audit_Committee/Audit_Cmte_Charter/Audit_Cmte_Charter_AMENDED_11_17_2011.pdf)

**DEADLINE FOR SUBMISSION OF MATERIALS:
5:00 PM, January 31, 2013**

For questions, contact:

Lan Nguyen, Audit Committee Chair, 408 568-1302 or e-mail NguyenL@esuhds.org

Send application materials by mail, fax, e-mail or personal delivery to:

ESUHSD Audit Committee
c/o Mary Guillen
East Side Union High School District
830 N. Capitol Avenue, San Jose, CA 95133
E-Mail: GuillenM@esuhds.org
Fax: 408.347.5015

**EAST SIDE UNION HIGH SCHOOL DISTRICT (“ESUHSD”)
SAN JOSE, CALIFORNIA**

AUDIT COMMITTEE MEMBERSHIP APPLICATION

First Name _____ Last Name _____

Home Address _____ City _____ State _____ Zip Code _____

E-Mail Address _____ Phone # _____

Instructions: Please respond to the following questions. Attach additional sheets if necessary. All applicants must respond to all questions in the Conflict of Interest Questions portion below, and sign and date this application.

1. Briefly describe any professional or community experience that you believe qualifies you to serve on the Audit Committee. You may attach a current resume.

2. Briefly describe any previous experience/involvement with the East Side Union High School District and/or other public schools.

3. Briefly state why you are interested in serving as a member of the Audit Committee.

4. Briefly describe your understanding of the role of the Audit Committee.

CONFLICT OF INTEREST QUESTIONS *(All applicants must respond)*

1. Within the last two years, have you been employed with the ESUHSD? Yes ___ No ___

2. Within the last two years, have you sold goods or services to the ESUHSD? Yes ___ No ___

If “Yes,” please explain: _____

3. Within the last two years, have you owned or had a direct and material interest in an entity, or held a leadership position in any entity, which provides goods or services to the ESUHSD pursuant to a purchase order or contract ? Yes ___ No ___

If “Yes,” please explain: _____

4. Are you a close or immediate family member of anyone who would be prohibited from serving on the Audit Committee under (1) through (3) above? (Close or immediate family members include parents, siblings, nondependent child, spouse or domestic partner, or dependent (whether or not related). Yes ___ No ___

The above responses to the Conflict of Interest Questions are true and correct.

Signed: _____ Dated: _____

The Governing Board may grant an exception to a potential conflict of interest, if, after full disclosure to the Board, the potential conflict is found not to be material.

Applicants should review the Audit Committee Charter, a copy of which is available at the District’s Education Center or on-line at:
http://www.esuhd.org/documents/Administration/Audit_Committee/Audit_Cmte_Charter/Audit_Cmte_Charter_AMENDED_11_17_2011.pdf