

Redwood Day School

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, sexual orientation, medical condition, national origin/ancestry, mental or physical disability, age, pregnancy, marital status, veteran status, or any other legally protected status.

Position(s) Applied For	Date of Application
-------------------------	---------------------

How Did You Learn About Us?

- | | | |
|--|-----------------------------------|---|
| <input type="checkbox"/> Inquiry | <input type="checkbox"/> Friend | <input type="checkbox"/> Advertisement _____ (Where?) |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____ |

Last Name	First Name	Middle Name
-----------	------------	-------------

Address	<i>Number</i>	<i>Street Name</i>
---------	---------------	--------------------

<i>City</i>	<i>State</i>	<i>Zip Code</i>	Telephone Number(s)
-------------	--------------	-----------------	---------------------

Best time to contact you at home is:

If you are under 18 years of age, can you provide required proof of your eligibility to work and a work permit? _____ : _____ AM/PM
 Yes No

Have you ever applied to work with Redwood Day School before? Yes No
 If Yes, when? _____

Have you been previously employed by Redwood Day School? Yes No
 If Yes, when? _____

Do you know any Redwood Day School employees? Yes No
 If Yes, who? _____

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No
Proof of citizenship or immigration status will be required upon employment.

Date available for work _____ / _____ / _____ What is your desired pay? \$ _____ per _____.

Are you available to work: Full Time Part Time Temporary

If part-time or temporary, what limitations are there? _____

Are you currently on "lay-off" status and subject to recall? Yes No

EDUCATION

(In lieu of copying information into this section you may attach a resume containing the requested info.)

School	Name & Address of School	Course of Study	No. Of Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

WORK EXPERIENCE

(In lieu of copying information into this section you may attach a resume containing the requested info.)

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Duties Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Sal.		
Supervisor	Starting	Last	
Reason for Leaving			May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Dates Employed		Duties Performed
Address	From	To	
Telephone Number(s)			
Last Job Title	Hourly Rate/Sal.		
Supervisor	Starting	Last	
Reason for Leaving			May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Dates Employed		Duties Performed
Address	From	To	
Telephone Number(s)			
Last Job Title	Hourly Rate/Sal.		
Supervisor	Starting	Last	
Reason for Leaving			May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: Include explanation of any gaps in employment.			

OTHER EXPERIENCE

Describe any specialized training, skills, extracurricular activities, professional, trade, business or civic activities, and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

COMPUTER SKILLS

___	MAC	Other Software (list)	Other Hardware
___	PC	—	—
___	Spreadsheet	—	—
___	Word Processing	—	—

TEACHING CREDENTIAL(S)

Subject	State Issued	Date Issued	Date Expires

PERSONAL/PROFESSIONAL REFERENCES

Do not include family members.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

Why are you applying for work at Redwood Day School?

—
—
—
—
—
—
—
—
—

BACKGROUND INFORMATION

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

—
—

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense, or pled "No Contest" in a trial for a criminal offense (felony or serious misdemeanor)? Yes No

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

—
—

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense except as allowed by state law. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.) Before final hire, applicants are required under state law to be fingerprinted so their criminal history, if any, can be reported to Redwood Day School by the Department of Justice. The DOJ reports to Redwood Day School on convictions and arrests pending adjudication, on any violent or serious felony.

State any additional information you feel may be helpful to us in considering your application. You may attach additional sheets if necessary.

—
—
—

APPLICANT'S STATEMENT

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize Redwood Day School to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Redwood Day School, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and Redwood Day School. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Redwood Day School, and that no promises or representations contrary to the foregoing are binding on Redwood Day School unless made in writing and signed by me and Redwood Day School's Head of School.

Signature (to be signed at interview)

Date

WE ARE AN EQUAL OPPORTUNITY EMPLOYER