



Employment Application

Applications are considered without regard to race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability, genetic information, or any other protected state or federal class. We are an equal employment opportunity employer.

APPLICANT INFORMATION

Please complete **all** fields. Type or print clearly in dark ink.

Last Name		Legal First Name		M.I.			Today's Date	
Street Address		Apartment #	City		State		ZIP	
Home Phone		Cell Phone		E-mail Address				
Available Start Date				Desired Salary				
Full Time <input type="checkbox"/> Hrs.		Part Time <input type="checkbox"/> Days		Hrs		Temporary <input type="checkbox"/> Days		Hrs.
Position Applied for								
How did you hear of the position?			Would you be interested in being a substitute teacher for the School?			YES * <input type="checkbox"/>		NO <input type="checkbox"/>
Can you submit verification of your legal right to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	* If you are interested in being a substitute, what subjects would you want to teach?			
Have you ever worked for Castilleja School?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			

EDUCATION

High School		Address						
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College		Address						
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other		Address						
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				

REFERENCES

Please list three professional references.

Name/ Company		Relationship		Phone & Email	
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Name/ Company		Relationship		Phone & Email	

EMPLOYMENT/WORK EXPERIENCE

List the last 10 years of employment history, beginning with the most recent position first. All information in this section must be completed. Attach additional pages if necessary.

Employer		Phone ()	
Address		Supervisor	
Job Title			
Describe Duties/Responsibilities			
Start Date	End Date	Reason for Leaving	

May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Employer	Phone ()	
Address	Supervisor	
Job Title		
Describe Duties/Responsibilities		
Start Date	End Date	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Employer	Phone ()	
Address	Supervisor	
Job Title		
Describe Duties/Responsibilities		
Start Date	End Date	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

MILITARY SERVICE

Branch	From	To
Rank at Discharge		

Per state and federal regulations, all employees of a California school must pass state and federal background and fingerprinting checks through the FBI and Department of Justice, and provide proof of a recent negative TB test in order to be employed. Depending on the position, you may also have to pass a DMV screen for our insurance company to drive on behalf of the school.

DISCLAIMER AND SIGNATURE

I certify that my answers are accurate and complete to the best of my knowledge. I understand that false or misleading information in my application, interview or supplemental materials may be grounds for not being selected or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above and authorize former employers or educational institutions to release relevant information to Castilleja. I release from any liability or responsibility all persons, companies, or schools supplying such information.

Signature	Date
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