



# Brentwood School

## APPLICATION FOR EMPLOYMENT

Name \_\_\_\_\_

Last

First  
(Please type or print.)

Middle

Brentwood School is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

PRINT NAME: \_\_\_\_\_

Please print clearly or type in black or blue ink.  
Please print your full name on the top of each page.

|                         |
|-------------------------|
| <b>Office Use Only:</b> |
| Empl ID: _____          |
| Fingerprinted _____     |

**Personal Information**

|  |                            |                                |   |  |
|--|----------------------------|--------------------------------|---|--|
| Today's Date   | Name (Last, First, Middle) | Preferred name (if applicable) |   | Are you age 16 or older?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Mailing Address (Street)   | (Apt. No.)                 | (City)                         | (State)   | (Zip Code)   |
| If hired, can you provide proof of right to legally work in the United States?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                            |                                | Please indicate what type (class) driver's license you have, if relevant: |  |
| What date are you available to begin working?  | Social Security Number     | Home Phone No.                 | Daytime Phone No.   | e-mail address   |

Position applying for \_\_\_\_\_

Have you applied for another position at Brentwood School? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes above, list position and the year you applied:

\_\_\_\_\_

Are you under contract with another school?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes, please explain and indicate the dates of your contract.

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

**Educational Background**

|   |  |  |   |   |       |       |
|---|--|--|---|---|-------|-------|
| Indicate the highest level of education you have completed.   | <input type="checkbox"/> Less than high school | <input type="checkbox"/> 2 year college    | <input type="checkbox"/> Some graduate school | <input type="checkbox"/> Post-Doctorate |       |       |
|   | <input type="checkbox"/> HS Grad               | <input type="checkbox"/> Technical school  | <input type="checkbox"/> Master's degree      | <input type="checkbox"/> MD, DDS, JD    |       |       |
|   | <input type="checkbox"/> Some College          | <input type="checkbox"/> Bachelor's degree | <input type="checkbox"/> Doctorate            |   |       |       |
| Name of Trade or Business School, College, University or Professional School                                    | No. of months attended                         | No. of credits earned                      | Type of credits (sem./qtr.)                   | Type of degree/certificate earned       | Major | Minor |
| Name  | Location                                       |  |   |   |       |       |
|   |  |  |   |   |       |       |
|   |  |  |   |   |       |       |
| List any relevant registrations, licenses or certifications you have. Include expiration date of current issue. |  |  |   |   |       |       |

PRINT NAME: \_\_\_\_\_

### Work Experience

Starting with your present or most recent employer, list all work experience relevant to the positions for which you are applying. Employers will be contacted if you are being seriously considered for a position and you will be notified before references are contacted.

|  |  |                                |           |       |
|--|--|--------------------------------|-----------|-------|
| Present or last employer                                   |  | Address                        | City      | State |
| Your supervisor's name                                     |  | Your supervisor's phone number |           |       |
| Dates employed (mo./yr.)<br>From:                      To: |  | Total no. months<br>Employed   | Job Title |       |
|  |  | Reason for leaving             |           |       |
| Job duties/accomplishments                                 |  |                                |           |       |
| Previous employer  |  | Address                        | City      | State |
| Your supervisor's name                                     |  | Your supervisor's phone number |           |       |
| Dates employed (mo./yr.)<br>From:                      To: |  | Total no. months<br>Employed   | Job Title |       |
|  |  | Reason for leaving             |           |       |
| Job duties/accomplishments                                 |  |                                |           |       |
| Third former employer                                      |  | Address                        | City      | State |
| Your supervisor's name                                     |  | Your supervisor's phone number |           |       |
| Dates employed (mo./yr.)<br>From:                      To: |  | Total no. months<br>Employed   | Job Title |       |
|  |  | Reason for leaving             |           |       |
| Job duties/accomplishments                                 |  |                                |           |       |
| Fourth Former employer                                     |  | Address                        | City      | State |
| Your supervisor's name                                     |  | Your supervisor's phone number |           |       |
| Dates employed (mo./yr.)<br>From:                      To: |  | Total no. months<br>Employed   | Job Title |       |
|  |  | Reason for leaving             |           |       |

PRINT NAME: \_\_\_\_\_

|  |                |
|--|----------------|
| Job duties/accomplishments                                 |                |
| Fifth Former employer                                      | Ac             |
| Your supervisor's name                                     | Yo             |
| Dates employed (mo./yr.)<br>From:                      To: | To<br>En<br>Re |
| Job duties/accomplishments                                 |                |

**Additional Information**

Please use the space below to further describe your relevant skills, training, and experience, including length of time. Providing this additional information is extremely valuable in the selection process.

Office/Administrative skills and experience (such as data bases, word processing, data entry, spreadsheets/graphs/charts, desktop publishing, internet, e-mail, medical terminology, legal terminology, technical/statistical/scientific typing, correspondence/manuscript editing, bookkeeping/accounting, etc.)

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Supervisory/Managerial skills and experience (such as hiring, terminating, disciplining, evaluating performance, rewarding, training, assigning work, directing work, reviewing work, etc.)

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Professional skills and experience (such as formal related coursework, publications, administration of grants/contracts, budget maintenance, data gathering, report writing, statistical analysis, public relations, etc.)

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Scientific/Laboratory skills and experience (such as scientific coursework, lab techniques, lab equipment, etc.)

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PRINT NAME: \_\_\_\_\_

**Additional Information Continued**

Computer skills and experience (such as word processing, spreadsheets, databases, internet software, desktop software, mainframe software, development methodologies, database servers software, hardware operating systems, server operating systems, host operating systems, telecommunications, etc.)

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Additional relevant information not listed above (world languages spoken, relevant community activities, etc.)

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Have you ever been convicted of a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, please describe the nature of the offense, and date and jurisdiction where conviction occurred: \_\_\_\_\_

NOTE: A criminal conviction is not an automatic disqualification for all jobs, but it may affect your suitability for some positions. Exclude minor traffic violations, sealed or juvenile convictions, expunged or statutorily eradicated records, and misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to California Penal Code Section 1203.4. Also exclude marijuana-related convictions occurring 2 or more years ago for violations of California Health and Safety Code Section 11357(b) or (c), or of Sections 11360(c), 11364, 11365, or 11550 as they related to marijuana prior to January 1, 1976.

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**Read and sign**

To the best of my knowledge, the information included in this application is accurate and true. I understand that misrepresentation or omission of facts in connection with my application may be sufficient cause, in and of itself, for dismissal whenever discovered. In addition, I agree that a final job offer will be contingent upon a pre-placement background check and physical when applicable. I authorize Brentwood School to investigate my past relevant employment and/or education history. I also authorize any persons, companies, corporations and/or education facilities with whom I have been associated to furnish Brentwood School with any information concerning my employment and educational background that they may have on record and release them from any liability arising from doing so. I understand that Brentwood School may request a copy of my personnel file and I agree to provide the required information. I also understand that nothing in this application, or in granting of an interview, is intended to create an employment contract between Brentwood School and me. I further certify that I, the undersigned applicant, have personally completed this application.

Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

**This application will remain active for only 90 days from the date above. If you have not heard from Brentwood School after 90 days and you still wish to be considered for employment, you will need to fill out and submit a new employment application.**