



IMPORTANT NOTICE TO APPLICANTS

Thank you for your interest in employment at Rochambeau, The French International School of Washington, D.C. (Rochambeau). Rochambeau is an Equal Opportunity Employer. All qualified applicants are considered for employment without regard to race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, legally-protected medical condition, military or veteran status, genetic information, or any other basis protected by applicable local, state, or federal law.

Rochambeau provides reasonable accommodations consistent with its legal obligations. Any applicant who, because of a disability, needs reasonable accommodation or assistance at any point in the application process (or thereafter if hired) should contact Rochambeau's Human Resources Manager at (301) 798-4802.

Offers of Employment: Please be advised that Rochambeau will not be bound by offers of employment other than those made in official offer letters authorized by the Executive Director or designee. All offers of employment are contingent upon applicants meeting all pre-employment requirements for the position, including successful completion of Rochambeau's background check process and submission of proof of identify and your legal right to work in the United States.

It is important that you complete all parts of this application. If your application is incomplete or does not clearly show experience, and/or training required, your application may not be accepted. If you have no information to enter in a section, please write "NA".

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PRO- SPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

PRINT Applicant Name _____

Applicant Signature _____ Date _____

PERSONAL INFORMATION

Street Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Home Phone: _____ Alt. Phone: _____

Personal Email Address (Required): _____

POSITION INFORMATION

Position(s) Applying for: _____

Date available to begin employment: _____

How did you learn of this job? _____

Name of employee referral: _____

Desired salary/hourly rate: (Required) _____

What type of employment are you looking for? Full Time Part Time Temporary

Please specify days and hours available: _____

Can you travel if the job requires it? Yes No

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

Will you now or in the future require Visa sponsorship for employment at Rochambeau? Yes No

Are you 18 years of age or older? Yes No

Do you have any relative(s) working at Rochambeau? Yes No

If "yes", list name(s) and relationship(s): _____



PERSONAL INFORMATION (Continued)

Have you worked at Rochambeau before? Yes No

If "yes," please indicate the date(s) and position(s): _____

Have you volunteered at Rochambeau before? Yes No

If "yes," please indicate the date(s) and volunteer project(s): _____

For positions requiring driving as part of the job duties, please answer the questions :

Do you have a valid driver's license? * Yes No CDL? Yes No "S" and "P" Endorsement? Yes No

*(Lack of a driver's license will not disqualify you for any position for which driving is not required.)

Please indicate your level of knowledge of English: Basic Proficient Fluent

Please indicate your level of knowledge of French: None Basic Proficient Fluent

Do you speak or write any language other than English or French? Yes No

If "yes", please indicate what language(s): _____

Are you subject to any restrictive covenant, non-compete, non-solicitation, intellectual property or confidentiality agreement which would limit or restrict your ability to work in any way for Rochambeau? Yes No If yes, please provide a copy of document.

Have you ever been terminated from employment, for any reason? Yes No

If "yes," please explain: _____

Have you ever resigned from a position after being notified that your work or conduct was not satisfactory?

Yes No

If "yes," please explain: _____

Please list ALL relevant licenses and certifications: (Professional, Para Professional, etc.)

Name/Type of license/certification:

Issuing State: _____ License/Certification Number: _____ Expire Date: _____

Has your license or certification relevant to the position for which you are applying ever been suspended or revoked or any disciplinary action enacted against your license or certification in any state or the District of Columbia?

Yes No

If "yes," please explain: _____

For Teacher Applicants: Do you have a valid teaching certificate: Yes No If yes, list subject: _____

Country of Certification: _____ If United States, list State of Certification: _____

EDUCATION Please list ALL schools attended

School Attended	Name of School	Did You Graduate	Last Year Completed	Diploma/Degree	Major
High School					
Associate					
Undergraduate					
Graduate					
Other					



WORK HISTORY

Please list all employment within the last ten years, beginning with your current or most recent employer. In addition, please state any other experience you believe is relevant to the position for which you are applying, including volunteer experience, military experience, etc. You must complete this section even if you attach a resume. Please use an additional sheet of paper if necessary.

Employment 1

From (Mo./Yr.): _____ To (Mo./Yr.): _____ Still Employed? Yes No

Employer Name: _____

Address/City/State/Country: _____

Position Title: _____ FT PT

Description of Duties: _____

Average Hours Worked Per Week: _____

Supervisor's Name & Title: _____

Supervisor's Telephone Number and Email: _____

Reason for Leaving this Position: _____

May we contact this employer? Yes No If "No", please explain: _____

Employment 2

From (Mo./Yr.): _____ To (Mo./Yr.): _____ Still Employed? Yes No

Employer Name: _____

Address/City/State/Country: _____

Position Title: _____ FT PT

Description of Duties: _____

Average Hours Worked Per Week: _____

Supervisor's Name & Title: _____

Supervisor's Telephone Number and Email: _____

Reason for Leaving this Position: _____

May we contact this employer? Yes No If "No", please explain: _____

Employment 3

From (Mo./Yr.): _____ To (Mo./Yr.): _____ Still Employed? Yes No

Employer Name: _____

Address/City/State/Country: _____

Position Title: _____ FT PT

Description of Duties: _____

Average Hours Worked Per Week: _____

Supervisor's Name & Title: _____

Supervisor's Telephone Number and Email: _____

Reason for Leaving this Position: _____

May we contact this employer? Yes No If "No", please explain: _____

Please explain any gaps in employment: _____

Military Service: Yes No If yes, served from: _____ to: _____



Affidavits and Releases

Print Name of Applicant: _____

Please read the following carefully and initial each paragraph to indicate that you have read and understand the statements. Please note that an e-signature is the electronic equivalent of a hand-written signature.

A. Have you ever been charged with, accused of, or convicted of child abuse? Yes No
If yes, please explain on a separate paper.

I understand that Rochambeau takes all allegations of abuse seriously. I further understand that Rochambeau cooperates fully with authorities to investigate all cases of alleged abuse. Abuse of minors is grounds for immediate dismissal and possible criminal charges.

B. Maryland law requires all applicants to answer the following three questions. [NOTE: *An applicant who provides false information or willfully fails to disclose material information required under this section shall be subject to professional discipline, including termination or denial of employment, and may be subject to professional discipline in accordance with the regulations of the Maryland State Department of Education (MSDE.)*]

1. Have you ever been the subject of a child sexual abuse or sexual misconduct investigation by any employer, arbitrator, county board, state licensing agency, law enforcement agency, or child protective services agency? (Sexual misconduct includes any act by an adult toward a minor designed to promote a romantic or sexual relationship with a minor, such as soliciting dates, making sexually suggestive comments, or grooming behaviors.) Yes No

NOTE: You are not required to answer Yes to Question 1 IF THE INVESTIGATION RESULTED IN A FINDING BY:

- a). the employer that allegations that you engaged in sexual misconduct lacked sufficient evidence according to the policies of the county board or non-public school;
- b). an arbitrator or a county board to reject any disciplinary action in response to allegations that you engaged in sexual misconduct;
- c). a State licensing agency that allegations that you engaged in sexual misconduct lacked sufficient evidence according to State law, OR the policies of the county board or non-public school;
- d). a law enforcement agency that allegations that you engaged in child sexual abuse were unfounded; OR
- e). a child protective services agency that allegations that you engaged in child sexual abuse were ruled out.

2. Have you ever been disciplined, discharged, non-renewed, or asked to resign from employment, or ever resigned from or otherwise separated from any employment while allegations of child sexual abuse or sexual misconduct were pending or were under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct? Yes No

3. Have you ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child sexual abuse or sexual misconduct were pending or under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct? Yes No

My signature certifies that I have read each of the above statements or have had them read to me and that I understand them fully.

Signature: _____

Date: _____



CERTIFICATION AND AGREEMENT

Print Name of Applicant: _____

Please read the following carefully and initial each paragraph to indicate that you have read and understand the statements. Please note that an e-signature is the electronic equivalent of a hand-written signature.

- _____
Initials
- 1.** I certify that the information and statements I have provided in this employment application, on my resume, and in any other document used to secure employment, are true, accurate and complete to the best of my knowledge. I understand that any misleading, false or incomplete information I provided in this application, during any interview, or in any other document used to secure employment with Rochambeau may disqualify me from consideration for employment and if I am employed, may be grounds for immediate termination of employment, regardless of when such information is discovered.
- _____
Initials
- 2.** The law prohibits certain public and private schools, including Rochambeau, from hiring individuals who will work with or have access to children and have been convicted of crimes involving specified sexual offenses, sexual abuse of a minor, or crimes of violence. See Md. Educ. Code, § 2-206.1. The specific criminal offenses prohibited include an offense under §3-307, 3-308, 3-602, and 14-101 of the Maryland Criminal Law Article. State law also requires Rochambeau employees to obtain a child abuse and neglect clearance from the Maryland Department of Human Resources. See Md. Fam. Law Code § 5-580.3. In order to comply with all applicable laws regarding criminal convictions and evaluate fitness for employment, employment at Rochambeau is contingent upon all applicants authorizing Rochambeau to obtain a background report about them, including a state and national criminal history records report. Employment at Rochambeau also is contingent upon all employees applying to the Maryland Department of Human Resources for a child abuse and neglect clearance. I understand that, if I receive a conditional offer of employment and/or begin employment prior to Rochambeau's review of the background and criminal records report, or receipt of the child abuse and neglect clearance, my employment is subject to immediate cancellation if the background check is not satisfactory or I am unable to obtain required clearance. Except as may be required by applicable law or regulations, a criminal conviction will not necessarily disqualify an applicant or employee from employment. [I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.] The School should use a separate standalone FCRA authorization to obtain a background report
- _____
Initials
- 3.** I agree to notify Rochambeau's Human Resources Manager immediately if after I receive a conditional offer of employment or during my period of employment if hired that, I am convicted of, or receive a probation before judgment disposition, a not criminally responsible disposition, or a pending charge for any crime or attempted crime for one of the offenses identified in Paragraph 2, above. I also agree to notify Rochambeau if I am convicted of any crime (including a driving-related conviction if my position requires driving as part of my job duties) after I receive a conditional offer of employment or during my period of employment, if hired. A conviction does not include arrests, a conviction that has been sealed, expunged, shielded or judicially dismissed, or a youthful offender adjudgment. If you have any questions about your obligation to notify Rochambeau pursuant to this Paragraph, please contact Rochambeau's Human Resources Manager at (301) 798-4802.
- _____
Initials
- 4.** Rochambeau may require a post-offer physical examination, and/or screening for illegal drug and/or alcohol use, and that any offer of employment is contingent on successful completion of such examinations or other health screening. I agree to undergo a post-offer physical examination and urinalysis screening as may be required . I understand that future health and/or background screening may be required.
- _____
Initials
- 5.** I understand that Rochambeau will make efforts to verify the information I have provided regarding my employment history, performance and/or character. I hereby authorize Rochambeau and its agents to investigate my references, work record, education and other matters related to my suitability for employment. I have signed or will sign a separate written authorization for Rochambeau to obtain such information from a third party provider. I also hereby authorize Rochambeau to obtain such information directly, without the use of any third party provider. I hereby release Rochambeau from any and all claims, demands, or liabilities arising out of or in any way related to such investigations.
- _____
Initials
- 6.** I authorize my current and former employers and any persons named herein as references to supply employment related information to Rochambeau. I hereby release my current and former employers and any references named herein from liability for providing to Rochambeau good-faith information related to my employment or other pertinent information they may have regarding me. Upon termination of my employment for whatever reason, I release Rochambeau from all liability for supplying in good faith any information concerning my employment to any potential employer.
- _____
Initials
- 7.** I understand that on or before the first day of my employment, I must provide information related to identity and employability as indicated on the USCIS Form I-9 and that my offer of employment is contingent on my ability to provide proof of identity and ability to work lawfully in the United States.
- _____
Initials
- 8.** If I am hired, I agree to comply with all rules, regulations, policies, procedures and standards of Rochambeau. I further understand and agree that, if I am hired into a position that is not covered by a collective bargaining agreement, my employment with Rochambeau will be "at will," which means that my employment could be terminated by Rochambeau or myself at any time, with or without notice or cause. If I am hired into a position covered by a collective bargaining agreement, my employment will be subject to the terms and conditions set forth in the applicable collective bargaining agreement. I understand that no representative of Rochambeau has the authority to enter into any verbal agreement for employment for any specified period of time or otherwise alter my at-will employment status, and that my at-will employment status cannot be changed except by an express written agreement signed by myself and Rochambeau's Executive Director.

My signature certifies that I have read each of the above statements or have had them read to me and that I understand them fully.

Signature: _____

Date: _____

