



## *Application for Employment*

PLEASE READ CAREFULLY BEFORE COMPLETING THIS APPLICATION

The Berkeley Carroll School (“Berkeley Carroll”) is an Equal Opportunity Employer. The School makes all employment decisions, including those related to recruitment, hiring, training, promotion, on the basis of an individual’s ability and job-related qualifications, and without regard to age, race (including traits historically associated with race, such as hair texture and protective hairstyles), religion, color, national origin, gender (including gender identity and transgender status), sexual orientation, disability, pregnancy, marital status, partnership status, alienage, citizenship status, genetic information, veteran status, arrest or conviction status, status as a victim of domestic violence, stalking and sex offenses, genetic characteristics, sexual and reproductive health decision-making, pre-employment marijuana testing, or other characteristics protected by applicable law.

Berkeley Carroll complies with the law regarding reasonable accommodation for applicants and employees with disabilities. If you need a reasonable accommodation in order to participate in the application process, please contact Berkeley Carroll’s Human Resources Department.

TO APPLICANT: We appreciate your interest and are interested in your qualifications. In order for the School to evaluate your application, please provide us with the following information. Be sure to answer fully and completely and use additional pages if needed.

### **PERSONAL INFORMATION**

#### **Name**

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Last

First

Middle

#### **Contact Information**

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Home Phone

Cell Phone

E-mail

**Address**

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Street	City	State	Date(s) at Address
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**Previous Address**

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Street	City	State	Date(s) at Address
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**Previous Address**

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Street	City	State	Date(s) at Address
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**EMPLOYMENT DESIRED**

For what positions are you applying? \_\_\_\_\_

Salary Expectation? \_\_\_\_\_

Date available to start? \_\_\_\_\_

Are you willing to work evenings or weekends if required?                      Yes    No

Have you ever been employed by Berkeley Carroll?                                      Yes    No

If yes, what was the approximate date of such employment? \_\_\_\_\_

Position: \_\_\_\_\_ Name of supervisor: \_\_\_\_\_

Have you ever applied for a position at Berkeley Carroll before?                      Yes    No

Are you related to any current employee of Berkeley Carroll?                      Yes    No

If yes, what is that person's name? \_\_\_\_\_

Did you attend Berkeley Carroll as a student?    Yes    No

If yes, indicate dates of attendance and graduation date, if applicable.

\_\_\_\_\_

Are you related to any student of Berkeley Carroll? Yes No

If yes, what is that person's name?

Are you currently authorized to work in the U.S.? Yes No

If a job is offered, will you be able to provide verification of your legal right to work for any employer in the United States? Yes No

*Should you be offered a job you will be required to show proof of employment authorization.*

Have you been convicted of a felony within the last 7 years? Yes No

*The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions which have not been expunged from the records.*

If yes, please explain:

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## EDUCATION

<b>High School/GED</b>	<b>Months / Years of</b>	<b>Graduated:</b>
Name: _____	Attendance: From: ____	Yes
City/State: _____	To: _____	No Diploma
		Awarded?
		Yes No

<b>Undergraduate College/ University</b>  Name: _____  City/State: _____	M o n t h s / Y e a r s o f  Attendance: From: _____  To: _____  Graduated:  Yes      No	Course of Study/Major: _____  Type of Degree Awarded: _____

<b>Graduate/Professional School:</b>  Name: _____  City/State: _____	M o n t h s / Y e a r s o f  Attendance: From: _____  To: _____  Graduated:  Yes      No	Course of Study: _____  Type of Degree Awarded: _____

<b>Business/Vocational/Trade School</b>  Name: _____  City/State: _____	Graduated:  Yes      No	Type of Degree Awarded: _____
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List other relevant professional designations, licenses, and/or certifications:

Name of Designation, License, or Certification: \_\_\_\_\_

State(s) Issued: \_\_\_\_\_ Year Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Designation, License, or Certification: \_\_\_\_\_

State(s) Issued: \_\_\_\_\_ Year Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list below all of your employers for the last ten years, regardless of length of tenure and without interruption, starting with your present or last position. If you need additional space, include additional pages and attach to this application. Include summer and part-time work. You should include in your work history any work performed on a volunteer basis.

**CURRENT OR LAST EMPLOYER**

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Name	Position	Full or Part-Time	Dates Employed
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Street	City	State	Zip Code	Phone
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Supervisor

Hours Worked Per Week

Reason for Leaving: \_\_\_\_\_

**PREVIOUS EMPLOYER**

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Name

Position

Full or Part-Time

Dates Employed

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Street

City

State

Zip Code

Phone

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Supervisor

Hours Worked Per Week

Reason for Leaving: \_\_\_\_\_

**PREVIOUS EMPLOYER**

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Name

Position

Full or Part-Time

Dates Employed

---

Street

City

State

Zip Code

Phone

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Supervisor

Hours Worked Per Week

Reason for Leaving: \_\_\_\_\_

## GENERAL BACKGROUND QUESTIONS

Have you ever been disciplined, suspended, dismissed, or involuntarily terminated by a prior employer? \_\_\_\_\_

If yes, please describe the nature and circumstances surrounding that discipline, suspension, dismissal, or involuntary termination.

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## REFERENCES

Please provide three references that are not related to you but are former or current employers or colleagues including your most recent direct supervisor. We will inform you before any references listed are contacted.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Job Title \_\_\_\_\_ Organization \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Job Title \_\_\_\_\_ Organization \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Job Title \_\_\_\_\_ Organization \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Is there any additional information we should be aware of that if discovered while you were employed at Berkeley Carroll would reflect poorly upon the School? If yes, please describe:

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**ACKNOWLEDGMENT**

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Berkeley Carroll to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes are relevant to my employment application. My current and former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from Berkeley Carroll. I understand that any offer of employment by Berkeley Carroll is contingent upon obtaining any information learned through the above-mentioned reference checks as well as upon the successful completion of a criminal history and background check.

I understand that omitting relevant information or providing misrepresentations or false or misleading information in my application, resume, or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be at-will.

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Last (Please Print)	First	Middle
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Signature of Applicant	Date
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**RELEASE**

I hereby release and agree to hold harmless any individual, entity, institution or government agency from all liability with regard to furnishing information to Berkeley Carroll pursuant to the background investigation described in the accompanying Disclosure and Authorization. Additionally, I hereby release and agree to hold Berkeley Carroll, and any of its trustees, agents and employees, harmless from any liability or claim I might have against them relating to or arising from the receipt of such information.

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Last (Please Print)	First	Middle
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Signature of Applicant

Date