

PENINSULA SCHOOL

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, gender, gender identity, gender expression, transgender, transitioned, transitioning or perceived to be transitioning, sexual orientation, national origin, ancestry, citizenship status, medical condition, mental or physical disability, age, marital status, domestic partner status, pregnancy and breastfeeding, military and veteran status, or any other legally protected status.

Position(s) applied for:

Date Applied:

How did you learn about us?

Last name:

First name:

Middle name:

Address

Number

Street Name

City

State

Zip Code

Email Address

Telephone Number(s)

Have you ever applied to work at Peninsula School before?

If yes, when? _____

Yes

No

Have you been previously employed by Peninsula School?

If yes, when? _____

Yes

No

Do you know any Peninsula School employees?

If yes, who? _____

Yes

No

If hired, can you provide proof of your legal right to work in the U.S.?

Yes

No

Proof of citizenship or immigration status will be required upon employment.

Date available for work: ____ / ____ / ____

Are you available to work:

Full Time

Part Time

Temporary

If part time or temporary, what are your constraints? _____

WORK EXPERIENCE

Start with your present or last job. Include all school employers and employers where you worked with minors at any time and all other employers during the past 10 years, including any job-related military service assignments and volunteer activities.

| | | | | |
|----------------------------|----------------|----|------------------|---|
| Employer | Dates Employed | | Duties Performed | |
| Address | From | To | | |
| Telephone Number(s) | | | | |
| Starting/Present Job Title | | | | |
| Supervisor | | | | |
| 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 | | | | |
| Supervisor | | | | |
| 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 | | | | |
| Supervisor | | | | |
| Reason for Leaving | | | | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Comments: Include explanation of any gaps in resume.

WORK EXPERIENCE

Start with your present or last job. Include all school employers and employers where you worked with minors at any time and all other employers during the past 10 years, including any job-related military service assignments and volunteer activities.

| | | | |
|----------------------------|----------------|----|---|
| Employer | Dates Employed | | Duties Performed |
| Address | From | To | |
| Telephone Number(s) | | | |
| Starting/Present Job Title | | | |
| Supervisor | | | |
| 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 | | | |
| Supervisor | | | |
| 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 | | | |
| Supervisor | | | |
| Reason for Leaving | | | |
| | | | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |

| |
|--|
| Comments: Include explanation of any gaps in resume. |
|--|

EDUCATION

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

TEACHING CREDENTIALS

| Subject | State Issued | Date Issued | Date Expires |
|---------|--------------|-------------|--------------|
| | | | |
| | | | |
| | | | |

EXPERIENCE

What experience do you have that makes you a good fit for this position?

OTHER EXPERIENCE AND QUALIFICATIONS

WHY DO YOU WANT TO WORK AT PENINSULA SCHOOL?

PERSONAL/PROFESSIONAL REFERENCES

Do not include family members.

| Name | Phone | Best Time to Call | Occupation |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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 function(s) that cannot be performed:

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

Have you ever used a different name for employment or education?

Yes

No

If yes, list name(s) used: _____

Have you ever been discharged or asked to resign from employment?

Yes

No

If yes, list the employer and reasons given: _____

Have you ever had a license, credential, or certification revoked?

Yes

No

If so, why? _____

Before final hire, applicants are required under state law to be fingerprinted so their criminal history, if any, can be reported by the California Department of Justice and reviewed to determine suitability for employment. California law prohibits the school from employing individuals with convictions for certain offenses.

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 authorize Peninsula School ("the School") to thoroughly investigate my references, work record, education and other matters related to my suitability for employment including contacting representatives of current or former employers whether or not I have listed them as references on this application. I understand that the School may investigate information including, without limitation, my eligibility for rehire, the reasons for my separation from employment, opinions or reviews concerning my performance and conduct, including both positive and negative information, and information concerning complaints, if any, submitted regarding my behavior toward employees or students. I hereby release the School, my current and former employers and all other persons from all liability in responding to inquiries in connection with my application, and I also release the School from any and all claims, demands and 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 Peninsula School. In addition, I understand and agree that if I am employed, my employment is "at will" and is for no definite or determinable period and may be terminated at any time, without prior notice, at the option of either myself or Peninsula School, and that no promises or representations contrary to the foregoing are binding on Peninsula School unless made in writing and signed by me and Peninsula School's Head of School.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Signature (to be signed at Interview)

Date

WE ARE AN EQUAL OPPORTUNITY EMPLOYER