



LAURENCE SCHOOL

EMPLOYMENT APPLICATION

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A non-profit K-6 school founded in 1953,
Laurence School does not discriminate upon race, gender, religion, national or ethnic origin or disability,
or any other basis prohibited by law.



LAURENCE SCHOOL

APPLICATION FOR EMPLOYMENT

Position applied for _____

How did you hear about this position? _____

Name _____

Telephone Number _____ Current Address _____

Email Address _____ City, State, Zip _____

At the time of employment, will you be able to submit verification of your legal right to work in the U.S.?

Yes No

If you are under the age of 18, can you produce the necessary work certificate at the time of employment?

Yes No

Yes No

Can you perform the essential functions of the job with or without reasonable accommodations?

Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

If no, describe the functions that cannot be performed.

NOTE:

We comply with the Fair Employment and Housing (FEHA) and the American with Disabilities Act (ADA). We consider reasonable accommodation measures that may be necessary for eligible applicants/ employees to perform essential functions. New Hire may be subject to passing a medical examination, and to skill and agility tests.

EDUCATION

School Name & Location	Emphasis/Course of Study	Did You Graduate?	No. of Years Completed	Degree Received
High School				
College				
Graduate School				
Other				

NOTE:

We comply with Senate Bill 848 (SB 848) and require all applicants to disclose names of all prior school employment. Laurence School will contact each school to ask whether applicants have been involved in any credible complaints of egregious misconduct; substantiated into egregious misconduct; or discipline imposed for egregious misconduct.

WORK EXPERIENCE *(List all prior school employers. Go to page 7 for additional space)*

Name of Employer		City, State, Zip	Phone Number
Position(s) Held		Dates of Employment	Type of Business
Supervisor's Name		May We Contact? Yes/No	Duties
Reason For Leaving			
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REFERENCES *(List the names of additional references we may call)*

Name	Title/Position	Relationship to Reference	Phone / Email

Have you ever applied for employment with this company
 If yes, when? _____

Yes No

I certify that all information on this application, my resume and/or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal. I authorize the Company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking, and to the extent permitted by federal, state or local law.

I understand that neither this application nor any communication by a representative of this company is intended to create, or does create, a contract of employment, offer, or promise of employment. I acknowledge that if hired by the company, employment is on an at-will basis. This means the company is free to terminate my employment at any time, with or without cause or advance notice, in accordance with state law. Acceptance of employment is not a contract of employment for any specified time. Also, I am free to terminate my employment with the company at any time for any reason. This at will provision may be waived or modified only in an explicit written agreement signed by the President of the company.

I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers, and all other persons, corporations, partnerships and associations from all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand this Company hires only individuals who are legally eligible to work in the United States.

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

I acknowledge and consent to my prior school employer(s) being contacted in accordance to Senate Bill 848.

Applicant Signature

Date

Date

Company Representative

Writing Prompt

Laurence School's mission and culture strive to create a community that fosters a sense of belonging and inclusion. What does community mean to you? How would you support this mission?

WORK EXPERIENCE CONTINUED (*List all prior school employers*)

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