

16000 Mulholland Drive
Los Angeles, CA 90049
(310) 476-6421



www.berkeleyhall.org
HR@berkeleyhall.org

EMPLOYMENT APPLICATION

Date: _____

Position applying for: _____ Referred by: _____

Name: _____ Phone Number: _____

Address: _____

Email: _____

Dates available: for interview _____ for employment _____

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and education record? If yes, please explain: _____

Are you over 18 years of age? Yes ☐ No ☐ If hired, can you show proof of age? Yes ☐ No ☐

Can you, after employment, submit verification of your legal right to work in the United States? Yes ☐ No ☐

Have you been convicted of a crime (felony or misdemeanor)? Yes ☐ No ☐

No applicant will be denied employment solely on the grounds of conviction of a criminal offense unless such conviction disqualifies the applicant from employment with a school under the Education Code.

If yes, please briefly describe the nature of the crime, the date of the conviction, and the legal disposition of the case. _____

Please do NOT disclose convictions that have been judicially sealed, expunged or statutorily eradicated pursuant to law, non-felony convictions for possession of marijuana that are more than two (2) years old, a referral to a pretrial or post-trial diversion program, or convictions under the jurisdiction of a juvenile court.

Colleges/Universities Attended + locations (in order of attendance)	Date From	Date To	Major/Minor	Degree	Date Awarded

RELATED EXPERIENCE

Please list in chronological order, giving the beginning and final dates (month and year). Include summer positions.

Organization + Location	Position Held	From	To	Reason for Leaving

List teaching and/or state education credentials in order of receipt:

State	Credential Type	Credential No.	Date Issued	Expiration Date

At what placement offices are your credentials on file? _____

Names and contact information of four persons willing to provide professional and character references:

Name, Email, and Phone Number	Business/Relationship	Years Known
1.		
2.		
3.		
4.		

As part of our hiring process and in compliance with **California Education Code Sections 44051 and 44932 (SB 848)**, we are required to conduct due diligence regarding all applicants.

Pursuant to statute, we respectfully request the following information for all prior school employment:

School Name	Position Held	From	To	Contact Info

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal.

Signature : _____ Date: _____