Employment Application

2636 Latham Drive, Sacramento, CA 95864-7198
Phone: (916) 481-8811 Fax: (916) 481-6016

EQUAL OPPORTUNITY EMPLOYER

Sacramento Country Day School is an equal employment opportunity employer and makes employment decisions based on merit, qualifications and competence. The school does not discriminate on the basis of sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), color, race (including traits associated with race including but not limited to hair texture and protective hairstyles), ancestry, religious creed (including religious dress and grooming), national origin, sexual orientation (including heterosexuality, homosexuality and bisexuality), age (40 and over), physical or mental disability, medical condition, genetic characteristics and information, marital status, reproductive health decision-making, military or veteran status, or any other characteristic protected by law (Protected Status). Country Day's equal employment practices apply to all areas of employment including recruitment, hiring, selection, assignments, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.

APPLICANT INFORMATION

Date of Application:_____ Email Address: _____

Position:_____
Phone Number

Name:_____
Last First Middle

Address:_____
Street and Number City State/Zip

Are you at least 18 years of age? Yes No

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

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

(Note: Sacramento Country Day School complies with the FEHA and ADA regarding reasonable accommodations for eligible applicants/employees with disabilities.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense, unless the conviction is for an offense that precludes employment at a school. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered). Exclude sealed, dismissed or juvenile convictions, expunged

or statutorily eradicated records, and misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to California Penal Code Section 1203.4. Also exclude non-felony marijuana-related convictions occurring two or more years ago.)
If yes, state the nature of the crime(s), when and where convicted, and disposition of the case(s):

_____

By signing below, I understand that applicants must undergo a criminal background check. I understand that all offers of employment are contingent upon the successful completion of a criminal background check in compliance with California state law and regulations.

EDUCATION

Secondary School_____

College/University_____

Degrees _____ Major_____Minor_____

College/University_____

Degrees _____ Major_____Minor_____

Graduate School_____

Degrees _____ Major_____Minor_____

EMPLOYMENT RECORD (Start with the most recent employer.)

(Note: Please provide full and accurate data regarding all previous professional and educational employment experience.

Pursuant to Education Code Section 44051 (as implemented by S.B. 848), Sacramento Country Day School requires that each applicant for employment provide the school with a complete list of every school district, county office of education, charter school, state special school, diagnostic center operated by the California Department of Education, and private school that the applicant has previously been an employee of (each an “Educational Employer” and, collectively, “Educational Employers”).

By submitting this Employment Application, you hereby understand and agree that, consistent with its obligations under Education Code Section 44051 subd. (a)(2) and as a part of the application consideration process, Sacramento Country Day School will contact each Educational Employer and inquire about your employment history including, without limitation, whether you were the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct, as defined in Education Code Section 44932, subd. (a)(1).

Applicants must list all prior employment with Educational Employers. Attach additional pages if necessary.

From_____ to _____

Employer_____

Address_____

Position/Title_____

Duties_____

_____

_____

Reason for Leaving_____

Is this an Educational Employer? Yes No

If yes, please provide the HR contact information (name, title, telephone number and email address)

_____

From_____ to _____

Employer_____

Address_____

Position/Title_____

Duties_____

_____

_____

Reason for Leaving_____

Is this an Educational Employer? Yes No

If yes, please provide the HR contact information (name, title, telephone number and email address)

_____

From_____ to _____

Employer_____

Address_____

Position/Title_____

Duties_____

_____

Reason for Leaving_____

Is this an Educational Employer? Yes No

If yes, please provide the HR contact information (name, title, telephone number and email address)

From_____to_____

Employer_____

Address_____

Position/Title_____

Duties_____

Reason for Leaving_____

Is this an Educational Employer? Yes No

If yes, please provide the HR contact information (name, title, telephone number and email address)

From_____to_____

Employer_____

Address_____

Position/Title_____

Duties_____

Reason for Leaving_____

Is this an Educational Employer? Yes No

If yes, please provide the HR contact information (name, title, telephone number and email address)

ADDITIONAL INFORMATION

If there are gaps in your employment and there is information related to those time periods that you'd like to share that is relevant to your qualifications for employment, and/or you have any additional experience that you believe is relevant to your application, please describe:

REFERENCES (Please give name, address, phone number, and relationship.)

Professional (list 3)

Personal (list 3)

Awards/Honors

Professional Organizations

OTHER PERTINENT INFORMATION

Unless otherwise specified in a written employment contract, all employment with Sacramento Country Day School is at-will. This means that employees and the School have the right, at any time to terminate the employment relationship, with or without cause or advance notice. This also means that all employer decisions, including but not limited to demotion, promotion, disciplinary action, and the like, are also "at will" meaning these decisions are made at the sole discretion of the employer, with or without cause and with or without notice. No employee at the School other than the Head of School has any authority to enter into an agreement to employ a School employee for any specific period of time, or to make any agreement contrary to the foregoing. Your at-will employment status may be modified only by a written agreement signed by the Head of School.

As a result of California SB 848, I understand that this employer is required to inquire with all previous employers (including private and public schools) to determine whether I have been the subject of any credible complaints, substantiated investigations, or discipline for egregious misconduct as defined by law. I further understand that this employer may review records related to such investigations and that failure to provide a complete and accurate list of previous employers may result in my disqualification from employment or immediate termination if hired.

I understand that, if hired, I will be required to complete all mandated reporter training as required under California law and comply with all ongoing training and reporting obligations as a condition of Employment.

APPLICANT CERTIFICATION

I 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 further certify that I have listed each of my current and past Educational Employers along with complete and accurate accompanying information with respect to those Educational Employers in the Employment Experience section above. I understand that any omission, misleading information, or misstatement of material facts provided on this application or on any document used to secure employment or during the interview process shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

PUBLIC RECORDS WAIVER

Additionally, should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Sacramento Country Day School, I understand that I am entitled to copies of any such public records obtained by Sacramento Country Day School. I understand that I may choose to waive automatic receipt of these records by marking the checkbox below; provided, however, that I will still receive a copy of any such records if Sacramento Country Day School takes any adverse action, including refusing to hire me, based on the information contained in those records.

_____ I waive automatic receipt of a copy of any public record described in the paragraph above.

CONSENT TO CRIMINAL BACKGROUND CHECK

In order to be hired by Sacramento Country Day School, I understand that I will need to satisfy a background investigation, which will include a criminal history record check with the D.O.J and the F.B.I. (required for all school employees who have contact with minors) and may include a credit report. I understand and agree with these investigation requirements. Where the position requires a credit history check, I understand that a separate disclosure and authorization will be provided to me prior to Sacramento Country Day School obtaining such credit history report.

Please return the completed application to jadams@saccds.org.

Applicant Signature: _____Date: _____

Print Name: _____