PENINSULA SCHOOL
APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to sex (including pregnancy, childbirth, breastfeeding, reproductive health decisions or related medical conditions), race, color, religion (including religious dress and grooming practices), creed, color, gender (including gender identity and gender expression), national origin or ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws.

Position(s) applied for: _____ Date applied: _____

How did you learn about us?

Last name: _____ First name: _____ Middle name: _____

Address: _____

City _____ State _____ Zip code _____

Email _____ Telephone number(s) _____

Have you ever worked for or applied for employment with Peninsula School? ☐ Yes ☐ No
If yes, when? _____

Do you know any Peninsula School employees? ☐ Yes ☐ No
If yes, who? _____

If hired, can you provide proof of your legal right to work in the U.S.? ☐ Yes ☐ No
Proof of identity and eligibility to work in the United States will be required upon employment.

Date available for work: / /

Are you available to work: ☐ Full time ☐ Part time ☐ Temporary/Seasonal

If part time or temporary/seasonal, what are your constraints?

Salary Expectations: _____

WORK EXPERIENCE

Start with your present or last job. Include all educational institution 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. For purposes of this application, an "educational institution" includes a school district, county office of education, charter school, state special school or diagnostic center, or a private school.

Employer		Dates employed	From _____ To _____
Address			
Telephone number(s)		Is this employer an educational institution?	☐ Yes ☐ No
Position(s) held		Duties performed	
Supervisor			
Supervisor email			
Reason for leaving			

Employer		Dates employed	From _____ To _____
Address			
Telephone number(s)		Is this employer an educational institution?	☐ Yes ☐ No
Position(s) held		Duties performed	
Supervisor			
Supervisor email			
Reason for leaving			

Employer		Dates employed	From _____ To _____
Address			
Telephone number(s)		Is this employer an educational institution?	☐ Yes ☐ No
Position(s) held		Duties performed	
Supervisor			
Supervisor email			
Reason for leaving			

Comments: Include explanation of any gaps in resume.

WORK EXPERIENCE CONTINUED

Start with your present or last job. Include all educational institution 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. For purposes of this application, an "educational institution" includes a school district, county office of education, charter school, state special school or diagnostic center, or a private school.

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Supervisor			
Supervisor email			
Reason for leaving			

Employer		Dates employed	From _____ To _____
Address			
Telephone number(s)		Is this employer an educational institution?	☐ Yes ☐ No
Position(s) held		Duties performed	
Supervisor			
Supervisor email			
Reason for leaving			

Employer		Dates employed	From _____ To _____
Address			
Telephone number(s)		Is this employer an educational institution?	☐ Yes ☐ No
Position(s) held		Duties performed	
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Supervisor email			
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Telephone number(s)		Is this employer an educational institution?	☐ Yes ☐ No
Position(s) held		Duties performed	
Supervisor			
Supervisor email			
Reason for leaving			

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, CERTIFICATIONS, LICENSES, ETC.

Subject	State issued	Date issued	Date expires

EXPERIENCE

What experience do you have that makes you qualified for this position?

OTHER EXPERIENCE AND QUALIFICATIONS

WHY DO YOU WANT TO WORK AT PENINSULA SCHOOL?

REFERENCES

List below three persons not related to you who have knowledge of your work performance or suitability for employment. Do not include family members.

REFERENCE #1

First and last name	Phone	Email

Occupation	No. of years acquainted	Relation to you

REFERENCE #2

First and last name	Phone	Email

Occupation	No. of years acquainted	Relation to you

REFERENCE #3

First and last name	Phone	Email

Occupation	No. of years acquainted	Relation to you

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.)

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 reason given:

Have you ever had a license, credential, or certification revoked? ☐ Yes ☐ No
If so, why?

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 my answers to the questions on this application are true and correct, and that I have not knowingly withheld any information that might adversely affect my chances for employment. 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 understand that if offered employment I will be required to submit fingerprints for a LiveScan criminal background check. California Education Code Section 44237(e)(1) bars private schools from employing anyone convicted of (1) a violent or serious felony or (2) convicted of a crime that would preclude employment in a public school.
Initials	I understand that if hired, I cannot start employment before the school receives completed verifications required under SB 848 from all my prior educational institution employers that show no substantiated reports of egregious misconduct.
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 requested 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