

## EMPLOYMENT APPLICATION

Ecole Bilingue de Berkeley is an equal opportunity employer that recruits, hires, trains and promotes in a job titles without regard to race, color, creed, national origin, gender, pregnancy, sexual orientation or preference, marital status, religion, age, military service, disability or handicap.

### PERSONAL INFORMATION

Name: (First, Middle, Last): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

If you are hired, can you provide proof that you are eligible to work in the United States? Yes  No

Have you been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes  No

If yes, state nature of crime(s), when and where convicted, and disposition of the case(s):

*(Note: Conviction will not necessarily disqualify an applicant)*

### APPLICATION

Position you are applying for: \_\_\_\_\_

Salary requirements: \$ \_\_\_\_\_ per year. \$ \_\_\_\_\_ per hour.

Date of this application: \_\_\_\_\_ Date you are available to work should you be hired: \_\_\_\_\_

### EMPLOYMENT HISTORY WITH EB

Have you ever applied for a position at EB? Yes  No

If yes: Position \_\_\_\_\_ Date of Application: \_\_\_\_\_

Have you ever worked for EB before? Yes  No

If yes: Position \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for separation:

## EDUCATION

Name of School, College, Other

Course of study, Degree obtained

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## TEACHING EXPERIENCE

Do you have a teaching credential? Yes  No

If yes, please identify: California Yes  No  Other State (please specify): \_\_\_\_\_

Do you have teaching experience?

In Preschool? Yes  No

In Elementary School? Yes  No

In Middle School? Yes  No

In High School? Yes  No

Other? Yes  No

Do you have ECE units? Yes  No  If yes, How many?: \_\_\_\_\_

With which grades would you prefer to work with?: \_\_\_\_\_

Why?

## EMPLOYMENT HISTORY

Please list all previous employers starting with the most recent:

Employer's Name: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Your Title: \_\_\_\_\_

Name of your direct supervisor: \_\_\_\_\_

Reason for separation:

Employer's Name: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Your Title: \_\_\_\_\_

Name of your direct supervisor: \_\_\_\_\_

Reason for separation:

Employer's Name: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Your Title: \_\_\_\_\_

Name of your direct supervisor: \_\_\_\_\_

Reason for separation:

Employer's Name: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Your Title: \_\_\_\_\_

Name of your direct supervisor: \_\_\_\_\_

Reason for separation:

## REFERENCES

Please list three persons familiar with your character, ability or education for more than one year. Please do not include friends or relatives. Please include only persons whom EB may call to verify the information contained in this application.

Name: \_\_\_\_\_ Business phone: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Was that person your direct supervisor? Yes  No

If no, what was that person's title? \_\_\_\_\_

Name: \_\_\_\_\_ Business phone: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Was that person your direct supervisor? Yes  No

If no, what was that person's title? \_\_\_\_\_

Name: \_\_\_\_\_ Business phone: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Was that person your direct supervisor? Yes  No

If no, what was that person's title? \_\_\_\_\_

## ACKNOWLEDGMENTS

**THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT FOR EMPLOYMENT.** In the event that the Applicant is employed by Ecole Bilingue, the Applicant agrees that the employment relationship with Ecole Bilingue is an at-will relationship and that the employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of Ecole Bilingue or the then Employee. The Applicant understands and agrees that this aspect of employment may not be change absent an individual written agreement signed both by the then Employee and Ecole Bilingue.

The applicant certifies that the information contained in this application is correct. If Ecole Bilingue determines that any information submitted in this application is false, Applicant shall be immediately disqualified from consideration for employment and/or discharged from employment in accordance with company policy.

Applicant hereby grants permission to Ecole Bilingue to investigate the information contained in this application and release Ecole Bilingue and any agents or other persons acting on behalf of Ecole Bilingue from any and all liability relating to any investigation of the information contained in this application. Applicant hereby releases his/her former employers and any agents or other persons acting on behalf of his/her previous employers from any and all liability relating to any investigation of the information contained in this application. In the event that the Applicant is hired, he/she will need to satisfy a background investigation which will always include a criminal history record check with the D.O.J. and the F.B.I. (required for all school employees) and may include a credit report for those who will have access to School funds. The Applicant understands and agrees with these investigation requirements.

This application is current for 60 days. At the conclusion of that time, if Applicant has not heard from Ecole Ecole and s/he wishes to be considered for employment, it will be necessary to submit a new application.

Applicant's full name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_