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**Employment Application**

Applications are considered without regard to race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability, genetic information, or any other protected state or federal class. We are an equal employment opportunity employer.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant InformationPlease complete all fields. Type or print clearly in dark ink. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name |  | | | | | | Legal First Name | | | |  | | | | | | | | | M.I. |  | | | **Today’s Date** | |  | | |
| Street Address | |  | | | | | Apartment # | | | |  | | | City | | |  | | | | State | |  | ZIP | |  | |
| Home Phone | |  | | | | | Cell Phone | | | |  | | | | | | | | | E-mail Address | | |  | | | | |
| Available  Start Date | | . | | | | | | | | | | |  | | | | | | | Desired Salary | | |  | | | | |
| Full Time | | Hrs. | | | | Part Time | | | | | | | Days | | | | | Hrs | | Temporary | | | Days | | | Hrs. | |
| Position Applied for | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| How did you hear of the position? | | |  | | | | | | Would you be interested in being a substitute teacher for the School? | | | | | | | | | | | | | YES **\*** | | | NO | | |
| Can you submit verification of your legal right to work in the U.S.? | | | | YES | | | | NO | | | | **\*** If you are interested in being a substitute, what subjects would you want to teach? | | | | | | | | | | | |  | | |  |
| Have you ever worked for Castilleja School? | | | | YES | | | | NO | | | | If so, when? | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School |  | | | | | | | Address | | | |  | | | | | | | | | | | | | | | |
| Did you graduate? | | | | YES | | | | NO | | | | Degree | | |  | | | | | | | | | | | | |
| College |  | | | | | | | Address | | | |  | | | | | | | | | | | | | | | |
| Did you graduate? | | | | YES | | | | NO | | | | Degree | | |  | | | | | | | | | | | | |
| Other |  | | | | | | | Address | | | |  | | | | | | | | | | | | | | | |
| Did you graduate? | | | | YES | | | | NO | | | | Degree | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| References Please list three professional references. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name/  Company |  | | | | Relationship | | | | |  | | | | | | | | | Phone & Email | |  | | | | | | |
| Name/  Company |  | | | | Relationship | | | | |  | | | | | | | | | Phone & Email | |  | | | | | | |
| Name/  Company |  | | | | Relationship | | | | |  | | | | | | | | | Phone & Email | |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employment/WORK EXPERIENCEList the last 10 years of employment history, beginning with the most recent position first. All information in this section must be completed. Attach additional pages if necessary. | | | | | | | | | | | | | | | | | |
| Employer | | | |  | | | | | | Phone | ( ) | | | | | | |
| Address | | | |  | | | | | | Supervisor | |  | | | | | |
| Job Title | | | |  | | | |  | |  | | |  | | | |  |
| Describe Duties/Responsibilities | | | |  | | | | | | | | | | | | | |
| Start Date |  | | End Date | | |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | | |
| Employer | | | |  | | | | | | Phone | ( ) | | | | | | |
| Address | | | |  | | | | | | Supervisor | |  | | | | | |
| Job Title | | | |  | | | |  | |  | | |  | | | |  |
| Describe Duties/Responsibilities | | | |  | | | | | | | | | | | | | |
| Start Date |  | | End Date | | |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | | |
| Employer | | | |  | | | | | | Phone | ( ) | | | | | | |
| Address | | | |  | | | | | | Supervisor | |  | | | | | |
| Job Title | | | |  | | | |  | |  | | |  | | | |  |
| Describe Duties/Responsibilities | | | |  | | | | | | | | | | | | | |
| Start Date |  | | End Date | | |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | |
| Branch | | | |  | | | | | | | | From | |  | To |  | |
| Rank at Discharge | | | | |  | | | | | | |  | | | | |  |
| **Per state and federal regulations, all employees of a California school must pass state and federal background and fingerprinting checks through the FBI and Department of Justice, and provide proof of a recent negative TB test in order to be employed. Depending on the position, you may also have to pass a DMV screen for our insurance company to drive on behalf of the school.** | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | |
| I certify that my answers are accurate and complete to the best of my knowledge. I understand that false or misleading information in my application, interview or supplemental materials may be grounds for not being selected or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above and authorize former employers or educational institutions to release relevant information to Castilleja. I release from any liability or responsibility all persons, companies, or schools supplying such information. | | | | | | | | | | | | | | | | | |
| Signature | |  | | | | | | | | | | | | Date |  | | |

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