

ROLLING HILLS COUNTRY DAY SCHOOL

310.377.4848 tel / 310.377.9651 fax / 26444 Crenshaw Boulevard / Rolling Hills Estates / CA 90274 / www.rhcds.com

EMPLOYMENT APPLICATION

Position Desired:			Date available to start: Today's Date:
Last Name (Print)	First Name	Middle Initial	Home Telephone ()
Permanent Address: Street	City	State	Zip
			Cell Phone ()
Can you, after hiring, provide proof of your right to remain and work in the United States? Yes No (please circle)			

EMPLOYMENT HISTORY

Starting with your current position and going backward, please provide the following information about all employment you have held. You may attach a résumé that contains this information so long as it includes all of the requested information.

DATE From To Mo/Yr. - Mo/Yr.	NAME AND LOCATION	POSITION	SALARY		REASON FOR MAKING CHANGE	NAME & TELEPHONE OF SUPERVISOR
			Start	End		

EDUCATION

Please provide the following information about all formal education you have received. (Seminars, workshops, and employer-sponsored training should be included in the section "Additional Training.") You may attach a résumé which contains this information so long as it includes all of the requested information.

SCHOOL	NAME & LOCATION	CIRCLE LAST YEAR COMPLETED	MAJOR	DEGREE RECEIVED
High School		1 2 3 4		
Trade or Other		1 2 3 4		
College		1 2 3 4		
Graduate		1 2 3 4		

CERTIFICATION

Please list all certifications, including expiration date, for which you currently hold. Also attach a copy of current cards (CPR, First Aid, etc.)

ADDITIONAL TRAINING

Please describe any additional or professional development you have pursued, starting with the most recent ones and working backward. You may attach a résumé which contains this information so long as it includes all of the requested information.

ADDITIONAL INFORMATION

If your responses to the previous questions do not account for all the years since high school, please describe your activities during times unaccounted for.

Have you ever been convicted of a criminal offense? If so, please describe the nature of the offense and the date and jurisdiction where conviction occurred. By California law and as part of the required employment process, your fingerprints must be submitted for an FBI and California Department of Justice criminal records search. NOTE: A criminal conviction is not an automatic disqualification for all jobs, but it may affect your suitability for some positions.

So that we may verify the information which you have provided in this application, have you ever been known by another name which might identify you on employment, education, military or other records? Please list the names and indicate dates when they applied.

Is there any information about you that we should be aware of to evaluate your candidacy for the position for which you are applying? Please describe.

Employment with Rolling Hills Country Day School is at-will, which means that either the employee or Rolling Hills Country Day School may terminate the employment relationship at any time, for any (or no) reason, with or without notice. This at-will employment relationship can only be modified in writing signed by you and signed, for Rolling Hills Country Day School, by Gary Stokoe or his designate.

I understand and agree to this provision.

Signature of applicant: _____

Date: _____

Rolling Hills Country Day School may seek to verify the information you have provided in the employment application. By signing below, you authorize Rolling Hills Country Day School, its parent, subsidiaries, affiliates, and any of its (their) employees or agents (collectively referred to as Rolling Hills Country Day School) to contact the persons or organizations you have listed and to discuss your background with them. By signing below you also release Rolling Hills Country Day School and all of the persons, organizations and their agents who are contacted by Rolling Hills Country Day School for this purpose, from any and all claims, of any kind of nature, which may arise now or in the future from or in any way connected with the process of verifying the information you have provided.

I understand and agree to this provision.

Signature of applicant: _____

Date: _____

I certify that all of the information which I have provided on the employment application is true, and I understand that if any of the information is determined to be false, even if that determination is made years later, it may result in my immediate discharge from employment with Rolling Hills Country Day School.

I understand and agree to this provision.

Signature of applicant: _____

Date: _____

PERSONAL REFERENCES

Please complete in full. You may NOT list relatives.

Name: _____	Occupation: _____
Address: _____	Relationship: _____
Daytime Phone: _____	Evening Phone: _____
	Cell Phone: _____

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Address: _____	Relationship: _____
Daytime Phone: _____	Evening Phone: _____
	Cell Phone: _____

Name: _____	Occupation: _____
Address: _____	Relationship: _____
Daytime Phone: _____	Evening Phone: _____
	Cell Phone: _____

I hereby authorize Rolling Hills Country Day School to contact the above named references regarding my background and qualifications.

Signed: _____ Date: _____