

The Evergreen School

Employment Application

The Evergreen School (the School) strives to provide equal opportunity to all employees. The School's policy is not to discriminate in employment based upon race, color, sex (including pregnancy), religion, creed, age, national origin, citizenship status, physical or mental disability, sexual orientation, veteran or military status or any other status protected under applicable local, state or federal law. The School is committed to administering employment decisions, including hiring, promotions, compensation, benefits, transfers, layoffs, return from layoffs, terminations, training, sabbaticals, tuition assistance and other programs, without regard to an employee's protected status, i.e., race, color, sex (including pregnancy), religion, creed, age, national origin, citizenship status, physical or mental disability, sexual orientation, veteran's status or any other status protected under applicable local, state or federal law.

Should you need reasonable accommodation when completing the application form or during the selection process, contact the Human Resources Department or other designated School representative.

General Information

Full Name: _____
First Middle Last

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Are you 18 years or older? Yes No

Are you legally authorized to work in the United States? Yes No
Proof of eligibility documentation must be provided at time of hire as required by law.

Position applied for: _____

Do you want to work: Full Time Part Time Temporary

Date available to start work: _____

Have you applied for employment with the School within the last 12 months? Yes No

Have you ever worked with us before? Yes No

Please provide your name of record at that time, job title and dates of employment: _____

How did you hear about Evergreen?

<input type="checkbox"/> An Evergreen employee; Name: _____	<input type="checkbox"/> Another recruiting firm
<input type="checkbox"/> Evergreen Website	<input type="checkbox"/> Indeed
<input type="checkbox"/> NAIS	<input type="checkbox"/> Craigslist
<input type="checkbox"/> NWAIS	<input type="checkbox"/> A job fair
<input type="checkbox"/> Carney & Sandoe	<input type="checkbox"/> Other
<input type="checkbox"/> CalWest Educators Placement	

Education

List education if it is related to the job for which you are applying.

	High School	Technical/ Community College	College	Graduate School
School Name/Location				
Years Completed	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diploma/Degree/ Certificate				

Special Skills and Training

Please describe any special, job-related skills and qualifications acquired from employment, other education or volunteer experiences, etc. Do not include experiences that would indicate race, color, creed, religion, sex, sexual orientation, national origin, marital status, veteran status, and special disabled veteran status, status with regard to public assistance, membership or activity in a local commission, disability or age.

Other Information

Have you ever been terminated or asked to Yes No resign from your job?

If yes, please identify the employer, date of termination and reason for termination:

Will you be able to perform the essential function of the job, with or without reasonable accommodation? Yes No

Have you ever left employment before the end of a school year? Why?

Have you ever been disciplined because of Yes No behavior involving inappropriate conduct with student(s)?

What was the behavior?

Have you ever been investigated, or currently being investigated for sexual misconduct with a minor? Yes No

Employment History

Please list your present/most recent position first.

Employer: _____ Phone: _____
Supervisor Name: _____
Email: _____ Supervisor Title: _____
Position: _____
Brief Description of Your Work and Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact this employer? Yes No

Employer: _____ Phone: _____
Supervisor Name: _____
Email: _____ Supervisor Title: _____
Position: _____
Brief Description of Your Work and Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact this employer? Yes No

Employer: _____ Phone: _____
Supervisor Name: _____
Email: _____ Supervisor Title: _____
Position: _____
Brief Description of Your Work and Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact this employer? Yes No

Employer: _____ Phone: _____
Supervisor Name: _____
Email: _____ Supervisor Title: _____
Position: _____
Brief Description of Your Work and Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact this employer? Yes No

References

Please provide the names of three business references that are not related to you. If you do not have any employment-related references, please list individuals who can comment on your work skills.

Full Name: _____ Relationship: _____

Company: _____ Years Known: _____

Email: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Years Known: _____

Email: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Years Known: _____

Email: _____ Phone: _____

Signature

Please read the following carefully before signing the application:

- I certify that the information given by me is true in all respects.
- I understand that the misrepresentation or omission of facts on this application, on my resume or during any stage of the hiring process will eliminate me from further consideration or, if discovered after hire, may result in the termination of employment.
- I understand that the information contained in this employment application or my being invited to participate in any stage of the hiring process is NOT intended to create an employment contract between the School and me. If an employment relationship is established, I understand that employment with the School is "at-will" and I have the right to terminate my employment at any time, for any reason or no reason, with or without notice, and the School has the right to terminate my employment at any time, for any reason or no reason, with or without notice. The School's policies and procedures, including employment at-will, cannot be modified in any way without express written intent to do so by the head of The Evergreen School.
- I understand that an offer of employment is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
- I understand the School requires all employees to successfully complete background checks. I further understand that employment is contingent on passing the criminal background checks.
- Unless otherwise noted above, I authorize the School and its representatives to contact my prior employers, former supervisors, school personnel and all others for the purpose of verifying the information I have supplied during the selection process and to obtain job-related information regarding my knowledge, skills, abilities, performance of duties and compliance with policies. I authorize my prior employers to provide the School any job-related information, personal or otherwise, they may have regarding me and I release the School and them from any liability resulting from the release of this information. I further authorize all employers, schools and other persons to provide any information or transcripts that may be requested by the School, which will be used to determine if I am qualified to perform the job duties for which I am applying.
- I understand that all school property must be returned and any indebtedness to the School must be paid on or before my last day of work. I authorize the School to deduct from my final paycheck an amount necessary to satisfy any unpaid obligation.

By signing below, I acknowledge that I have read, understand and agree with the above statements.

Signature: _____ Date: _____