



Application for Employment

PLEASE READ CAREFULLY BEFORE COMPLETING THIS APPLICATION

The Berkeley Carroll School (“Berkeley Carroll”) is an Equal Opportunity Employer. The School makes all employment decisions, including those related to recruitment, hiring, training, promotion, on the basis of an individual’s ability and job-related qualifications, and without regard to age, race (including traits historically associated with race, such as hair texture and protective hairstyles), religion, color, national origin, gender (including gender identity and transgender status), sexual orientation, disability, pregnancy, marital status, partnership status, alienage, citizenship status, genetic information, veteran status, arrest or conviction status, status as a victim of domestic violence, stalking and sex offenses, genetic characteristics, sexual and reproductive health decision-making, pre-employment marijuana testing, or other characteristics protected by applicable law.

Berkeley Carroll complies with the law regarding reasonable accommodation for applicants and employees with disabilities. If you need a reasonable accommodation in order to participate in the application process, please contact Berkeley Carroll’s Human Resources Department.

TO APPLICANT: We appreciate your interest and are interested in your qualifications. In order for the School to evaluate your application, please provide us with the following information. Be sure to answer fully and completely and use additional pages if needed.

PERSONAL INFORMATION

Name

Last

First

Middle

Contact Information

Home Phone

Cell Phone

E-mail

Address

Street	City	State	Date(s) at Address
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Previous Address

Street	City	State	Date(s) at Address
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Previous Address

Street	City	State	Date(s) at Address
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EMPLOYMENT DESIRED

For what positions are you applying? _____

Salary Expectation? _____

Date available to start? _____

Are you willing to work evenings or weekends if required? Yes No

Have you ever been employed by Berkeley Carroll? Yes No

 If yes, what was the approximate date of such employment? _____

 Position: _____ Name of supervisor: _____

Have you ever applied for a position at Berkeley Carroll before? Yes No

Are you related to any current employee of Berkeley Carroll? Yes No

 If yes, what is that person's name? _____

Are you related to any student of Berkeley Carroll? Yes No

 If yes, what is that person's name? _____

Are you currently authorized to work in the U.S.? Yes No

If a job is offered, will you be able to provide verification of your legal right to work for any employer in the United States? Yes No

Should you be offered a job you will be required to show proof of employment authorization.

Have you been convicted of a felony within the last 7 years? Yes No

The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions which have not been expunged from the records.

If yes, please explain:

EDUCATION

High School/GED Name: _____ City/State: _____ _____	Months/Years of Attendance: From: _____ To: _____	Graduated: Yes No Diploma Awarded? Yes No
Undergraduate College/University Name: _____ City/State: _____ _____	Months/Years of Attendance: From: _____ To: _____ Graduated: Yes No	Course of Study/Major: _____ Type of Degree Awarded: _____

Graduate/Professional School: Name: _____ City/State: _____ _____	Months/Years of Attendance: From: _____ To: _____ Graduated: Yes No	Course of Study: _____ Type of Degree Awarded: _____ _____
Business/Vocational/Trade School Name: _____ City/State: _____	Graduated: Yes No	Type of Degree Awarded: _____ _____
List other relevant professional designations, licenses, and/or certifications: Name of Designation, License, or Certification: _____ State(s) Issued: _____ Year Issued: _____ Expiration Date: _____ Name of Designation, License, or Certification: _____ State(s) Issued: _____ Year Issued: _____ Expiration Date: _____		

EMPLOYMENT HISTORY

Please list below all of your employers for the last ten years, regardless of length of tenure and without interruption, starting with your present or last position. If you need additional space, include additional pages and attach to this application. Include summer and part-time work. You should include in your work history any work performed on a volunteer basis.

CURRENT OR LAST EMPLOYER

Name	Position	Full or Part-Time	Dates Employed	
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Street	City	State	Zip Code	Phone
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Supervisor

Hours Worked Per Week

Reason for Leaving: _____

PREVIOUS EMPLOYER

Name

Position

Full or Part-Time

Dates Employed

Street

City

State

Zip Code

Phone

Supervisor

Hours Worked Per Week

Reason for Leaving: _____

PREVIOUS EMPLOYER

Name

Position

Full or Part-Time

Dates Employed

Street

City

State

Zip Code

Phone

Supervisor

Hours Worked Per Week

Reason for Leaving: _____

GENERAL BACKGROUND QUESTIONS

Have you ever been disciplined, suspended, dismissed, or involuntarily terminated by a prior employer? _____

If yes, please describe the nature and circumstances surrounding that discipline, suspension, dismissal, or involuntary termination.

REFERENCES

Please provide three references that are not related to you but are former or current employers or colleagues including your most recent direct supervisor.

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Is there any additional information we should be aware of that if discovered while you were employed at Berkeley Carroll would reflect poorly upon the School? If yes, please describe: _____

ACKNOWLEDGMENT

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Berkeley Carroll to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes are relevant to my employment application. My current and former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from Berkeley Carroll. I understand that any offer of employment by Berkeley Carroll is contingent upon obtaining any information learned through the above-mentioned reference checks as well as upon the successful completion of a criminal history and background check.

I understand that omitting relevant information or providing misrepresentations or false or misleading information in my application, resume, or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be at-will.

Last (Please Print)	First	Middle
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Signature of Applicant	Date
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RELEASE

I hereby release and agree to hold harmless any individual, entity, institution or government agency from all liability with regard to furnishing information to Berkeley Carroll pursuant to the background investigation described in the accompanying Disclosure and Authorization. Additionally, I hereby release and agree to hold Berkeley Carroll, and any of its trustees, agents and employees, harmless from any liability or claim I might have against them relating to or arising from the receipt of such information.

Last (Please Print)	First	Middle
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Signature of Applicant	Date
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