

Our A passion for learning is at the heart of Berkeley Carroll. The school is
MISSION a creative and intellectual community where devoted teachers
challenge and engage talented students. Our demanding
curriculum and vibrant civic life prepare our diverse graduates for success in
college and for the greater endeavor— a life of critical, ethical, and global thinking.

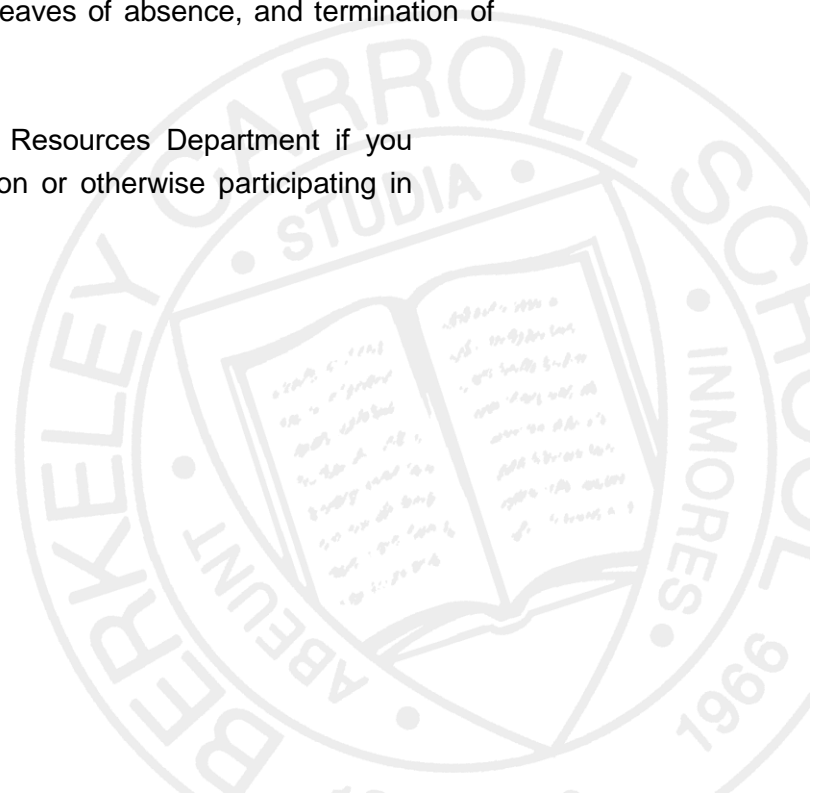
The Berkeley Carroll School

Application *for* Employment

PLEASE READ CAREFULLY BEFORE COMPLETING THIS APPLICATION

The Berkeley Carroll School (“Berkeley Carroll”) is an Equal Opportunity Employer. All applicants for employment will be given equal consideration, regardless of age, race, 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, or other characteristic protected by applicable law. This policy also applies to all terms and conditions of employment, including but not limited to hiring, training, promotions, discipline, leaves of absence, and termination of employment.

Please inform Berkeley Carroll’s Human Resources Department if you need assistance completing this application or otherwise participating in the application process.



TO APPLICANT: We appreciate your interest and are interested in your qualifications. In order to make the best possible match between your skills and experience and our requirements, please provide us with the following information.

PERSONAL INFORMATION

LAST	FIRST	MIDDLE
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TELEPHONE

HOME TELEPHONE	CELLULAR TELEPHONE	E-MAIL ADDRESS
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STREET	CITY	STATE	FROM	TO
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Previous

STREET	CITY	STATE	FROM	TO
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Previous

STREET	CITY	STATE	FROM	TO
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EMPLOYMENT DESIRED

For what position(s) 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 filed an application with Berkeley Carroll before? Yes No

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

Are you related to any current employee 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

I understand that any offer of employment is conditioned upon the satisfactory completion of the verification process as required by federal immigration law, and that Berkeley Carroll will only hire those individuals who are legally authorized to work in the United States and who present acceptable proof of their lawful employment status and identify.

Initial here: _____

Please tell us why you are interested in joining the Berkeley Carroll community?

EDUCATION

Elementary Name: City/State:	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	
High School/GED Name: City/State:	Graduated: Yes No	Diploma Awarded? Yes No
Undergraduate College/University Name: City/State:	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Degree Awarded:
Graduate/Professional School Name: City/State:	Graduated: Yes No	Type of Degree Awarded:
Business/Vocational/Trade School Name: City/State:	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Degree Awarded:

List other relevant professional designations, licenses, and/or certifications:

State(s) Issued: _____ Year Issued: _____ Expiration Date: _____

State(s) Issued: _____ Year Issued: _____ Expiration Date: _____

EMPLOYMENT HISTORY

Please list below your employers for the last ten years, 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, and any periods of unemployment. Also, attach a resume, if you have one. You may include in your work history any work performed on a volunteer basis.

CURRENT or LAST EMPLOYER

NAME	POSITION	FULL OR PART-TIME	DATES EMPLOYED	
STREET	CITY	STATE	ZIP CODE	PHONE
SUPERVISOR		HOURS WORKED PER WEEK		
Reason for leaving? _____		May we contact this employer? _____		

CURRENT or LAST EMPLOYER

NAME	POSITION	FULL OR PART-TIME	DATES EMPLOYED	
STREET	CITY	STATE	ZIP CODE	PHONE
SUPERVISOR		HOURS WORKED PER WEEK		
Reason for leaving? _____		May we contact this employer? _____		

CURRENT or LAST EMPLOYER

NAME	POSITION	FULL OR PART-TIME	DATES EMPLOYED	
STREET	CITY	STATE	ZIP CODE	PHONE
SUPERVISOR		HOURS WORKED PER WEEK		
Reason for leaving? _____		May we contact this employer? _____		

GENERAL BACKGROUND QUESTIONS

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

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

PERSONAL REFERENCES

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

ACKNOWLEDGMENT

Please read carefully, initial each paragraph, and sign below. If you have any questions regarding these statements, please ask before signing.

_____ I hereby certify that all answers given by me on this application are true, accurate and complete. I understand that falsification of information, misrepresentation or omission of fact on this application may disqualify me from employment or result in my immediate termination, if hired.

_____ If I am hired for a position with Berkeley Carroll, I will comply with all rules, regulations and policies as set forth by Berkeley Carroll policy or other communications distributed to me, which I understand may be changed without notice at the sole discretion of Berkeley Carroll.

_____ I understand and agree that if I am offered employment, it will be employment at-will, which means that either I or Berkeley Carroll may terminate my employment at any time, and for any reason. This at-will relationship will remain in effect throughout my employment with Berkeley Carroll and can be altered only by a written agreement signed by the Head of School.

SIGNATURE OF APPLICANT

DATE

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

SIGNATURE OF APPLICANT