

Beacon Day School
Employment Application

588 N. Glassell Street, Orange, CA 92867/Phone: 714.288.4200

An Equal Opportunity Employer

11/29/10

Please Print

General Information

Name _____	_____	_____	_____	_____
	Last	First	Middle	Former Names Used
Present Address: _____	_____	_____	_____	_____
	No.	Street	City	State Zip
Permanent Address: _____	_____	_____	_____	_____
(if different)	No.	Street	City	State Zip
Home Telephone () _____	_____	Business Telephone () _____	_____	_____
Driver's License No. _____	_____	State Issued _____	_____	_____

Employment Desired

Position applying for _____
Are you applying for:
Regular full-time work?..... YES / NO
Regular part-time work?..... YES / NO
Temporary work, i.e. summer or holiday work?..... YES / NO
What days and hours are you available for work? _____
If applying for temporary work, during what period of time will you be available? _____
Are you available for work on weekends? YES / NO
Would you be available to work overtime, if necessary? YES / NO
If hired, on what date can you start work? _____
Salary/Wages desired: _____

Personal Information

Have you ever applied to or worked for Beacon Day School before? YES / NO
If yes, when? _____
Do you have any friends or relatives working for Beacon Day School? YES / NO
If yes, please state name and relationship _____
Why are you applying for work at Beacon Day School? _____

Are you currently employed? YES / NO
If so, may we contact your current employer?..... YES / NO
If hired, would you have a reliable means of transportation to and from work?..... YES / NO
Are you at least 18 years old?..... YES / NO (If under 18, hire is subject to verification that you are of minimum legal age and possess a valid work permit if applicable.)
If hired, can you present evidence of your U.S. Citizenship or proof of your legal right to live and work in this country? YES / NO

Personal Information Continued

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?..... YES / NO

If no, describe the functions that cannot be performed _____
 (Note: We comply with the ADA and applicable state law and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire is subject to Tuberculosis (TB) clearance and may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever, under your name or another name, been convicted of (or pleaded guilty or nolo contendere to) a felony or misdemeanor or been convicted of a criminal offense which resulted in your being in prison and released from prison or paroled? YES / NO
 (Do not identify convictions for which the criminal record has been expunged, sealed, or eradicated by the court; or misdemeanor convictions for which any probation has been completed and the case dismissed by the court. Note: Convictions for marijuana-related offenses that are more than two years old need not be listed.)

If yes, explain each conviction fully, when, where and of what you were convicted or arrested, and disposition of the case(s): _____

Are you currently under arrest, or released on bond or your own recognizance, pending trial for a criminal offense? YES / NO

If yes, state the nature of the crime charged, and when and where the trial is pending: _____

(Note: No applicant will be denied employment solely on the grounds of having been charged, committed, or convicted of [or pleaded guilty or nolo contendere to] a criminal offense; or solely on an affirmative action above. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be taken into consideration.)

Education

School	Name and Address	No. of years completed	Did you graduate?	Degree or Diploma
High School			YES / NO	
College/University			YES / NO	
Vocational/Business			YES / NO	
Other			YES / NO	

Training

Some of our clients or their employees do not speak English. Do you speak, write, or understand any foreign languages?..... YES / NO

If yes, which languages? _____

Do you have any other experience, training, qualifications, or skills which you feel make you especially suited for work at Beacon Day School? If so, please explain _____

Are you licensed/certified or have any professional accreditations relating to the job applied for? YES / NO

Name of license/certification _____

Issuing State _____

License/certification number _____

Has your license/certification ever been revoked or suspended? YES / NO

If yes, state reason(s), date of revocation or suspension, and date of reinstatement _____

Employment History - You must complete this section even if attaching a resume

Please list below all present and past employment starting with your most recent position (last 5 years is sufficient). Account for all periods of unemployment. Include Military experience.

Current Employer		May we contact themYES / NO	Phone ()	Employed From	Employed Until
Name	Type of Business			mo. year	mo. year
Address			Your Job Title	Hourly Rate/ Salary	
No.	Street				
City		State	Zip	Reason for leaving	Supervisor (Name and Title)
Describe what you did					

Previous Employer		May we contact themYES / NO	Phone ()	Employed From	Employed Until
Name	Type of Business			mo. year	mo. year
Address			Your Job Title	Hourly Rate/ Salary	
No.	Street				
City		State	Zip	Reason for leaving	Supervisor (Name and Title)
Describe what you did					

Previous Employer		May we contact themYES / NO	Phone ()	Employed From	Employed Until
Name	Type of Business			mo. year	mo. year
Address			Your Job Title	Hourly Rate/ Salary	
No.	Street				
City		State	Zip	Reason for leaving	Supervisor (Name and Title)
Describe what you did					

Previous Employer		May we contact themYES / NO	Phone ()	Employed From	Employed Until
Name	Type of Business			mo. year	mo. year
Address			Your Job Title	Hourly Rate/ Salary	
No.	Street				
City		State	Zip	Reason for leaving	Supervisor (Name and Title)
Describe what you did					

Previous Employer		May we contact themYES / NO	Phone ()	Employed From	Employed Until
Name	Type of Business			mo. year	mo. year
Address			Your Job Title	Hourly Rate/ Salary	
No.	Street				
City		State	Zip	Reason for leaving	Supervisor (Name and Title)
Describe what you did					

REFERENCES – Include at least one supervisor and do not include friends or relatives

List at least 3 people we may contact who are qualified to evaluate your work performance and/or capabilities within the past 3 years.

Name	Address	Phone	Relationship	No. years acquainted
	No. Street City State Zip	()		
	No. Street City State Zip	()		
	No. Street City State Zip	()		

Please Read Carefully, Initial Each Paragraph, and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Beacon Day School to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, continued employment, or promotion including but not limited to relevant medical & drug testing, Department of Justice criminal background check, social security number verification, motor vehicle record, and credit report (additional release forms may be necessary). I further authorize the references I have listed to disclose to Beacon Day School any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Beacon Day School, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application, or conveyed during any interview, is intended to create a promise to hire or an employment contract between Beacon Day School and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Beacon Day School, and that no promises or representations contrary to the foregoing are binding on Beacon Day School unless made in writing and signed by me and Beacon Day School's designated representative. My continued employment is dependent upon satisfactory performance and the continued need for my services as determined by Beacon Day School.

Date _____

Applicant's Signature _____

ACTION TAKEN: Not qualified for any position _____ No position currently available _____ Interview date _____
Other _____