



## EMPLOYMENT APPLICATION

Escuela Bilingüe Internacional (“EBI”) is committed to a policy of equal employment opportunity for all applicants, employees, volunteers and interns, and the School makes employment decisions based on the merits of each candidate. EBI prohibits discrimination based on an individual’s race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality), marital status, national origin, citizenship, service in the military or veteran status, ancestry, age, physical or mental disability, medical condition, or genetic characteristics or information, or any other basis protected by law. EBI will afford equal employment opportunity to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.

### PERSONAL INFORMATION

Name: (First, Middle, Last): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

If you are hired, can you provide proof that you are eligible to work in the United States? Yes  No

Have you been convicted of a criminal offense (felony or serious misdemeanor)? (No applicant will be denied employment automatically on the grounds of a criminal conviction, unless the conviction is for an offense that precludes employment at a school.) Exclude sealed, dismissed or juvenile convictions, expunged or statutorily eradicated records, and misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to California Penal Code Section 1203.4. Also exclude non-felony marijuana-related convictions occurring two or more years ago.

Yes  No

If yes, state nature of crime(s), when and where convicted, and disposition of the case(s):

*(No applicant will be denied employment automatically on the grounds of a criminal conviction, unless the conviction is for an offense that precludes employment at a school.)*

**APPLICATION**

Position you are applying for: \_\_\_\_\_

Date of this application: \_\_\_\_\_ Date you are available to work should you be hired: \_\_\_\_\_

**EMPLOYMENT HISTORY WITH EBI**

Have you ever applied for a position at EBI? Yes  No

If yes: Position \_\_\_\_\_ Date of Application: \_\_\_\_\_

Have you ever worked for EBI before? Yes  No

If yes: Position \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for Separation:

**EDUCATION**

Name of School, College, Other

Course of Study, Degree obtained

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEACHING EXPERIENCE**

Do you have a teaching credential? Yes  No

If yes, please identify: California Yes  No  Other, State (please specify): \_\_\_\_\_

Do you have teaching experience? In Preschool? Yes  No

In Elementary School? Yes  No

In Middle School? Yes  No

In High School? Yes  No

Other? Yes  No

Do you have ECE units? Yes  No  If yes, How many? \_\_\_\_\_

With which grades would you prefer to work with? \_\_\_\_\_

Why?

### EMPLOYMENT HISTORY

Please list all previous employers starting with the most recent:

Employer's Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Your Title: \_\_\_\_\_

Name of your direct supervisor: \_\_\_\_\_

Reason for separation:

Employer's Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Your Title: \_\_\_\_\_

Name of your direct supervisor: \_\_\_\_\_

Reason for separation:

Employer's Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Your Title: \_\_\_\_\_

Name of your direct supervisor: \_\_\_\_\_

Reason for separation:

Employer's Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Your Title: \_\_\_\_\_

Name of your direct supervisor: \_\_\_\_\_

Reason for separation:

### REFERENCES

Please list three persons familiar with your character, ability or education for more than one year. Please do not include friends or relatives. Please include only persons whom EBI may call to verify the information contained in this application.

Name: \_\_\_\_\_ Business phone: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Was that person your direct supervisor? Yes  No

If no, what was that person's title \_\_\_\_\_

Name: \_\_\_\_\_ Business phone: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Was that person your direct supervisor? Yes  No

If no, what was that person's title \_\_\_\_\_

Name: \_\_\_\_\_ Business phone: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Was that person your direct supervisor? Yes  No

If no, what was that person's title \_\_\_\_\_

## ACKNOWLEDGMENTS

**This application does not constitute an agreement for employment.** In the event that I am employed by Escuela Bilingüe Internacional, and unless otherwise stated in an applicable employment agreement or collective bargaining agreement, I agree that the employment relationship with Escuela Bilingüe Internacional is an at-will relationship and that the employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of Escuela Bilingüe Internacional or me.

I certify that the information contained in this application is correct. If Escuela Bilingüe Internacional determines that any information submitted in this application is false, I may be immediately disqualified from consideration for employment or may be discharged from employment.

In the event that I am hired, I will need to satisfy a background investigation which will include a criminal offender record information check with the California Department of Justice and the Federal Bureau of Investigation (required for all school employees who have contact with minors) and may include a credit report if I will have access to School funds. I understand and agree with these investigation requirements.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by internal personnel, I am entitled to copies of any such public records obtained by EBI unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

In addition, as a condition of employment, and as mandated by law, the School requires the completion of a pre-employment Tuberculosis Risk Assessment to be administered by an independent medical facility selected by the School or the Applicant's own doctor. Prior to assessment or testing, I agree to sign the School's authorization forms wherein I will agree to submit to such assessment or, if necessary, testing and authorize the release of the results to the School.

**This application is current for 60 days.** At the conclusion of that time, if I have not heard from EBI and I wish to be considered for employment, it will be necessary to submit a new application.

Applicant's Full Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DISCLOSURE AND RELEASE OF INFORMATION

I, \_\_\_\_\_ (print name), hereby authorize Escuela Bilingüe Internacional to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I authorize the investigation of all statements contained in the Employment Application Form (and accompanying resume, if any) and further authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in the Employment Application Form (and accompanying resume, if any) to provide the School with records, information, and opinion that may be useful in making a hiring decision without giving me prior notice of such disclosure. I further authorize my former employers or their agents to answer whether they would rehire me.

In addition, I authorize my former employers to release the contents of and/or to provide a photocopy of my entire personnel file to EBI, if requested by EBI, including any documents sealed pursuant to any settlement agreement or stipulation, and all application information including questionnaires, interviews, and education transcripts. I further authorize the disclosure of all records to which, as an employee, I would have or did have access under Labor Code section 1198.5.

I have received a copy of this document and had adequate time to review it. I understand the meaning and purpose of this document.

**This Disclosure and Release of Information will expire one (1) year after the date signed.** A photocopy of this Disclosure and Release of Information is to be considered as valid as an original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date