

SIERRA CANYON SCHOOL

11052 Independence Avenue
Chatsworth, CA 91311
(818) 882-8121 • FAX (818) 882-0697

APPLICATION FOR EMPLOYMENT

(Please print or type)

Position Applying For _____
First Name _____ Last Name _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
Driver's License # _____ Class _____ Exp. _____
Email _____

Do you meet the minimum age requirement for the position you are applying?	Yes No
If you are under the age of 18, can you provide a valid work permit upon employment? N/A	Yes No
If hired, can you present legal proof of your right to work in the United States?	Yes No

Please list any courses, leadership training, extracurricular, certifications, licenses, and other experiences working with children that you possess and which you feel are relevant to the position for which you are applying:

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EDUCATIONAL BACKGROUND

NAME OF SCHOOL & LOCATION (High School, College/University)	Number of Years Completed	MAJOR STUDIES	DEGREE(S) EARNED

Credential Information _____

EMPLOYMENT HISTORY: Please list all work experience over the past 10 years. You may attach additional pages if necessary. Start with the most recent. Please explain any significant gaps between employment.

DATES	EMPLOYER – COMPANY NAME	SUPERVISOR'S NAME
JOB TITLE	ADDRESS & PHONE	REASON FOR LEAVING

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Have you ever been asked to resign from a position? If yes, why?

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Is there anyone you prefer we do not contact during the background investigation? If yes, why?

PERSONAL REFERENCES: Please list names and addresses of 3 references who have knowledge of your character, experience, and ability. These references must be **non-relatives**.

	NAME	ADDRESS	PHONE NUMBER (include area code)	RELATIONSHIP
1				
2				
3				

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 understand that it is California State Law that all employees who will have contact with minors be fingerprinted and subject to a background check and the results of that check must be returned to _____ prior to the first day of employment.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted, is intended to create an employment contract between me and Sierra Canyon. In addition, I understand and agree that if I am employed, my employment is "at will" meaning it will be 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 Sierra Canyon, and that no promises or representations contrary to the foregoing are binding on Sierra Canyon unless made in writing and signed by me and Sierra Canyon's designated representative.

Applicant's Signature _____ **Date** _____

Sierra Canyon is an Equal Opportunity Employer and does not discriminate against anyone on the basis of race, color, gender, creed, national origin, marital status, age (age 40 and over), national origin or ancestry, physical or mental disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local laws.

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Waiver and Release of Information

I, _____ (print name), hereby request, authorize and consent to the release of information to Sierra Canyon School ("School") regarding my previous and/or current employment with _____ (name of current or former employer) for the purpose of evaluating my suitability for employment. I further authorize _____ (name of current or former employer) or its agent to respond to any verbal or written request regarding my employment record, including but not limited to: positions held; dates of employment; beginning and end pay rates; work performance; disciplinary records, including any records which were sealed as part of a settlement; reliability and any incidents of dishonesty; insubordination, violence and/or unsafe behavior; harmful or threatening behavior, including information based upon materials in my personnel file. I direct _____ (name of current or former employer) or its agents to release such information regardless of any agreement, instructions or representations I may have previously made with _____ (name of current or former employer) to the contrary. I further authorize _____ (name of current or former employer) or its agents to answer whether it would rehire me.

In addition, I authorize _____ (name of current or former employer) to release the contents of and/or to provide a photocopy of my entire personnel file with the School, if requested by Sierra Canyon School, 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 Waiver and Release and had adequate time to review it. I understand the meaning and purpose of this Waiver and Release, and by signing this document, I release _____ (name of current or former employer) including its officers, employees, or related personnel both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, and family associates because of this Waiver and Release or any attempt to comply with it. Specifically, _____ (name of current or former employer) will not be subject to any civil liability for any relevant cause of action by virtue of releasing information identified above in compliance with California Civil Code Section 47 as amended.

This Waiver and Release will expire one year after the date signed. A photocopy of this Waiver and Release is to be considered as valid as an original.

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Signature: _____

Date: _____