



**PERSONAL INFORMATION**

Last Name	First Name	MI	Date
Other names by which you have been known (for date verification and reference checking purposes)			
Home Phone (include area code)	Mobile Phone	Email Address	
Address	City	State	Zip Code

**Please complete all fields**

- **Are you eligible to work in the U.S. and able to provide documents of proof of legal right to work upon hire?**  Yes  No
  
- **Are you at least 18 years of age?**  Yes  No  
 If you are under 18 and still in high school, you may be required to provide a work permit upon hire.
  
- **How did you hear about this career opportunity?**  Rolling Hills Prep Website  Online Advertisement  
 Newspaper Advertisement  Recruitment Website (e.g. Indeed, Monster, etc.)  
 Employee referral (name of employee) \_\_\_\_\_
  
- **Have you ever been employed by or contracted with Rolling Hills Prep/Renaissance Schools?**  Yes  No  
 If so, when? \_\_\_\_\_ Job Title \_\_\_\_\_
  
- **What position are you applying for?** \_\_\_\_\_ Salary Desired \_\_\_\_\_
  
- **Have you interviewed previously for another position at RHP/REN?**  Yes  No  
 If so, when? \_\_\_\_\_

**EDUCATION AND TRAINING**

Circle Highest Grade Completed	School	Location	Major	Diploma/Degree	MM/YY of Degree (optional)
High School 1 2 3 4					
College 1 2 3 4					
Graduate School 1 2 3 4					
Apprentice, Bus. or Voc. School					

Additional education, vocational, professional, military, or other information you feel may be helpful to us in considering your application:

**Do you have a California teaching credential?**  Yes  No **Expiration:** \_\_\_\_\_  
 Type of Credential: \_\_\_\_\_

**EMPLOYMENT HISTORY FOR FACULTY APPLICANTS (do not write "refer to resume")**

Name of School & Location (Please list most recent first)	Grades/Subject Taught	Dates from / to

• **Are you currently under contract?**  **Yes**  **No**  
 If yes, until when? \_\_\_\_\_ When are you available to start? \_\_\_\_\_

**EMPLOYMENT HISTORY FOR ALL OTHER APPLICANTS**

Please list the most recent employer first and complete all fields

Company Name	Street Address	City, State, Zip Code
Supervisor's Name	Phone	May we contact employer? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Starting Job Title	Final Job Title	Dates of Employment (From mo/yr To mo/yr)
Reason for leaving		
Job duties		

Company Name	Street Address	City, State, Zip Code
Supervisor's Name	Phone	May we contact employer? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Starting Job Title	Final Job Title	Dates of Employment (From mo/yr To mo/yr)
Reason for leaving		
Job duties		

Company Name	Street Address	City, State, Zip Code
Supervisor's Name	Phone	May we contact employer? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Starting Job Title	Final Job Title	Dates of Employment (From mo/yr To mo/yr)
Reason for leaving		
Job duties		

**ADDITIONAL INFORMATION**

Please list special licenses, certificates, or additional credentials (not CA) you hold.

In what software programs are you proficient?

- If hired, can you perform the essential functions of the job with or without reasonable accommodation?  Yes  No

Current law and our policy require us to perform background checks on every employee who has access to students. Please understand that if you are selected for hire you will be required to submit a live scan of your fingerprints on which an extensive background check is performed. Arrest and conviction records for most offenses will be reported to us. In most cases these records will not affect your ability to be hired or maintain employment. On occasion an additional conversation is necessary to determine whether or not the reported record affects your ability to perform the essential functions of your job. (For example: if a conviction for reckless driving resulted from a background check for a person hired as a bus driver)

**REFERENCES:** Please list the names and current phone numbers of three people who have directly supervised your work in the positions listed on this application. You may also submit additional references.

Name	Employer/Company	Home Phone	Work Phone

**Authorization: Please read carefully and sign below**

Rolling Hills Preparatory and Renaissance Schools' ("the School") considers all relevant facts and circumstances in making employment decisions.

In consideration of my employment, I agree to conform to the policies and procedures of the School. I understand that in accepting this application, the School is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed "at will" unless otherwise stipulated by the Director of Schools and the Board of Trustees.

I authorize the School to contact the employers listed on this application form and/or on my resume, unless indicated otherwise on this application, and further authorize such employers to release any information concerning me as they deem appropriate. I release and forever discharge Schools, its agents and employees, and the above named employers, their agents or employees, from any and all liability, suits, or causes of action arising in any manner from the Schools contacting such employers or any information any employer may provide in response. I understand that this release prevents me from instituting any claim, lawsuit or other legal action based upon any information any employer may provide to the Schools.

I certify that the facts contained in the application and/or in my resume are true and complete to the best of my knowledge. I understand that any falsified statements on this application, or omission of fact on either this application or during the pre-employment process, will result in my application being rejected, OR if I am hired, will result in my employment being terminated. The School shall not be liable in any respect if my employment is so denied or terminated.

I also understand that any offer of employment is conditioned on the successful completion of reference and background checks, pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date