



DE LA SALLE HIGH SCHOOL

1130 Winton Drive • Concord, CA 94518 • www.dlshs.org
Tel: (925) 288-8100 • Fax: (925) 686-3474

APPLICATION FOR EMPLOYMENT (For Non-Teaching Position)

PLEASE READ CAREFULLY PRINT CLEARLY ANSWER ALL QUESTIONS

EMPLOYMENT DESIRED AND RELATED INFORMATION

Position applying for _____

Date available _____ Religious Affiliation _____

Please list any skills you have that are relevant to the job applied for. _____

State any additional information you feel may be helpful in considering your application. _____

Can you perform the essential requirements of the position for which you are applying with or without reasonable accommodation? Yes _____ No _____

Note: De La Salle High School complies with the ADA and state law and considers reasonable accommodations that may be necessary for eligible applicants and employees to perform essential functions.

GENERAL INFORMATION

Full Name _____
(Last) (First) (Middle)

Any other names by which you have been known _____

Address _____
Number and Street City Zip Home Telephone

_____ e-mail address _____ Cell Phone

EDUCATION

High School
Name and Location _____

Did you Graduate? _____

College or Other Education Beyond High School (including Trade, Business, or Correspondence School)
Name and Location _____

Did you obtain a Degree/Certificate/? _____

Describe Degree/Certificate or, if none, Subjects Studied _____

Name and Location_____

Did you obtain a Degree/Certificate?_____

Describe Degree/Certificate or, if none, Subjects Studied_____

Attach additional pages as necessary.

PREVIOUS EMPLOYMENT

For each job held during the past ten years, please provide the following information starting with your most recent job first. Do not omit any employers, and **if you have a resume, please attach it to your application.**

1. Employer_____ Position_____

From_____to_____ Address_____

Reason for leaving_____

Name of Supervisor_____

If currently employed in the above position, may we contact your employer/supervisor? Yes/No

2. Employer_____ Position_____

From_____to_____ Address_____

Reason for leaving_____

Name of Supervisor_____

3. Employer_____ Position_____

From_____to_____ Address_____

Reason for leaving_____

Name of Supervisor_____

4. Employer_____ Position_____

From_____to_____ Address_____

Reason for leaving_____

Name of Supervisor_____

5. Employer_____ Position_____

From_____to_____ Address_____

Reason for leaving_____

Name of Supervisor_____

REFERENCES

Please use the following space to provide the names, occupations, addresses, and telephone numbers of three non-relatives that we could contact as references. Any one or more of them may be persons identified in the previous section, and at least one should be someone with whom you have been or are associated in connection with your work or education.

Name _____ Occupation _____

Address _____ Telephone _____

Name _____ Occupation _____

Address _____ Telephone _____

Name _____ Occupation _____

Address _____ Telephone _____

MISCELLANEOUS

De La Salle High School requires that all employees submit fingerprints to be cleared through California and Federal authorities. Your employment may be affected by this information. Have you ever been **convicted** of, or plead guilty to, a criminal offense (misdemeanor or felony)? (Exclude convictions or guilty pleas for minor traffic violations and convictions of any sort that have been overturned, set aside, or expunged.) Yes___ No___

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

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

Are you currently charged with any criminal offense pending trial? Yes___ No___

If yes, describe how it will affect your availability for work, if at all _____

Are you at least 18 years old? (If not we will need a work permit.) Yes___ No___

If hired, would you have a reliable means of transportation to and from work? Yes___ No___

Are you legally eligible to work in this country? Yes___ No___

Note: Proof of eligibility is a condition of employment and is required if hired.

Have you ever applied for or worked for De La Salle High School before? Yes___ No___

If yes, explain _____



[Remainder of page intentionally left blank.]

APPLICANT'S STATEMENT

I certify that all information given by me on this application and in any documents submitted with it (collectively hereinafter referred to as the "Application Information") is true, correct and complete to the best of my knowledge. I acknowledge that the Application Information may be checked by De La Salle High School, and that any misrepresentation or material omission in the Application Information may result in my failure to receive an offer or, if I am hired, the termination of my employment. I authorize my references and previous employers/supervisors to provide information concerning my previous employment and employment-related characteristics to De La Salle High School except to the extent I have indicated that my current employer/supervisor should not be contacted. I release all of them, as well as De La Salle High School, from any and all liability for damages that may result from the furnishing of any such information as well as from the use of such information by De La Salle High School. I agree that any future employment with De La Salle High School is at-will. At-will employment is not for a specific term and may be terminated at any time, by you or by the School, with or without cause and with or without notice. If employed, I further agree to comply with De La Salle High School employee rules.

Signature of applicant_____

Date_____

Thank you for your interest in working at De La Salle High School. Your application will be reviewed and, if De La Salle High School is interested in further exploring your qualifications, you will be contacted for an interview. Applications will be kept on file for one year.

Interviewed by:_____ and _____

Date:_____