



Educating Children with Autism

## EMPLOYMENT APPLICATION

Position you are applying for:				
Date available for work:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Hourly	<input type="checkbox"/> Temporary

### PERSONAL INFORMATION

Your Last Name:	First:	Middle:	
Your mailing address:	City:	State:	Zip:
Home phone: ( ) ( )	Fax #: ( ) ( )	Email address:	Message phone: ( ) ( )

### Licenses & Certificates (Credentials, Certifications, State Professional Licenses, etc.)

Description	Issued by	Number	Expiration date
Has your credential/license ever been suspended or revoked?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been dismissed or asked to resign from any position?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of anything other than a minor traffic violation			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answer 'yes' to any of the above questions please explain. You may attach a separate explanation of the circumstances.			

Language(s) spoke other than English. Please note your competency level.

Language: \_\_\_\_\_  Conversational    Fluent    Read/Write

Language: \_\_\_\_\_  Conversational    Fluent    Read/Write

### EDUCATION

Check if you possess one of the following:    A.A. Degree    B.A. Degree    M.A. Degree    Ph.D.

Name and address of the College, University Vocational School or Institute you attended	Major or Course of Study	Attendance Dates		Name of Degree/Certificate	Units Completed	
		From	To		Sem.	Qtr.

*The Bay School is an equal opportunity, ADA, and affirmative action employer. Bilingual applicants are strongly encouraged to apply.*

## EMPLOYMENT HISTORY

**Instructions:**

1. List the most recent employment first
2. Use different blocks for different positions with same employer
3. List all experience, paid or voluntary, related to the position
4. Additional sheets may be attached as necessary

A resume can be attached, but will not be accepted in place of completed application.

<b>Date Employed</b> Mo.    Yr. From:    /    / To:        /    / Total Months: _____ Hours Per Week: _____ Salary: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Employer:</td> <td colspan="3"></td> </tr> <tr> <td>Address:</td> <td colspan="3"></td> </tr> <tr> <td>Supervisor's Name:</td> <td style="width: 25%;"></td> <td style="width: 25%;">Title:</td> <td style="width: 25%;"></td> </tr> <tr> <td>Phone #: (    )</td> <td colspan="3">May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="4">Job title and description of duties:</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4">Reason for leaving:</td> </tr> </table>	Employer:				Address:				Supervisor's Name:		Title:		Phone #: (    )	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			Job title and description of duties:												Reason for leaving:			
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## PERSONAL REFERENCES

In addition to the supervision listed on this application form, please list a minimum of three people who have knowledge of your ability to perform the duties of the position you are applying for.			
<b>Name</b>	<b>Occupation</b>	<b>Address</b>	<b>Phone number</b>
			(    )
			(    )
			(    )
<b>Please read and sign:</b> I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application. My signature below authorizes <i>The Bay School</i> to conduct a background investigation and authorizes release of information in connection with my application for employment. Further, I hold harmless any individual or firm for any information that it may provide in this investigation which may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive my right to access to any such information and without limitation hereby release <i>The Bay School</i> and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: law enforcement agencies and information for any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.			
<b>Name of applicant:</b>		<b>Signature of applicant:</b>	<b>Date:</b>

### Applicant Questionnaire (Optional)

Your voluntary answers to this section will provide statistics needed to evaluate our recruitment program as well as prepare statistical reports required by federal, state and county agencies. This page will be separated and no decisions on the hiring process will be based on it.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

*How did you find out about this job? (check one or more)*

**1. Newspaper**

- A. Santa Cruz Sentinel
- B. Watsonville Pajaronian
- C. San Jose Mercury
- D. San Francisco Chronicle / Examiner
- E. El Andar
- F. Salinas Californian
- G. Asian Week
- H. El Sol
- I. Other \_\_\_\_\_

**2. Newsletters, Journals, Periodicals**

- J. Jobs Available
- K. Hispanic Hotline
- L. CASBO Finder
- M. Other \_\_\_\_\_

**3. Job Posting**

- N. County Office of Education
- O. Community Place \_\_\_\_\_
- P. College / University Name \_\_\_\_\_
- Q. Radio
- R. Television

**Disability**

- Disabled

**Sex**

- Male
- Female

**Age Group**

- UNDER 21
- 21-29
- 30-39
- 40-49
- 50-59
- 60 or over

**Ethnic Code**

- White (Caucasian, Anglo-Saxon)
- Hispanic (Mexican, Latin Americans, Spanish-descent)
- Black (African, Jamaican, Trinidadian, West Indian)
- Asian (Far East, East Asia)
- Filipino
- Pacific Islander