



WESTRIDGE SCHOOL  
APPLICATION FOR EMPLOYMENT

Westridge School is an equal opportunity employer and complies with all federal, state and local laws. We do not discriminate on the basis of race, ethnic or national origin, religion, age, gender, sexual orientation, disability, or any other characteristic protected by law.

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**GENERAL EMPLOYMENT INFORMATION**

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

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

Home Phone Number: \_\_\_\_\_ Cellular Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Are you seeking full or part-time employment? \_\_\_\_\_ Date Available: \_\_\_\_\_

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**EDUCATION**

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**Secondary School**

Name & Address: \_\_\_\_\_

Did you graduate? (Circle one): Yes No If No, Number of Years Completed: \_\_\_\_\_

**College or University**

Name & Address: \_\_\_\_\_

Did You Graduate? (Circle one): Yes No If No, Number of Years Completed: \_\_\_\_\_

Major/Minor: \_\_\_\_\_ Degree: \_\_\_\_\_

Special Accomplishments, Awards, Honors and Publications:  
\_\_\_\_\_  
\_\_\_\_\_

**Post-Graduate Education**

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

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

Did You Graduate? (Circle one): Yes No If No, Number of Years Completed: \_\_\_\_\_

Major/Minor: \_\_\_\_\_ Degree: \_\_\_\_\_

Special Accomplishments, Awards, Honors and Publications:  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any additional qualifications (i.e., certifications, memberships, special interests, hobbies, publications, other education, or relevant training or experience).

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**EMPLOYMENT HISTORY (list most recent position first)**

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If currently employed, may we contact your present employer? \_\_\_\_\_

Current Employer's Name: \_\_\_\_\_

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

Employer's Phone Number: \_\_\_\_\_ Salary Range \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties Involved: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Employer's Name: \_\_\_\_\_

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

Employer's Phone Number: \_\_\_\_\_ Salary Range \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties Involved: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Employer's Name: \_\_\_\_\_

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

Employer's Phone Number: \_\_\_\_\_ Salary Range \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties Involved: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Additional Information: \_\_\_\_\_

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### ADDITIONAL TRAINING

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Please describe any additional training or professional development you have pursued, starting with the most recent working backward. You may attach a resume that contains this information so long as it includes all of the requested information.

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### MILITARY SERVICE

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If you have served in the military, please provide the following information about that service: branch of service, rank attained, dates of service, type of discharge, and honors or awards. You may attach a resume that contains this information so long as it includes all of the requested information.

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### ADDITIONAL INFORMATION

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If your responses to the above questions do not account for all of the years since high school, please describe your activities during the times unaccounted for.

Do you have any licenses or certifications relevant to the position for which you are applying? Please describe.

So that we may verify the information which you have provided in this application, have you ever been known by any other name which might identify you on employment, education, military or other records? Please list the names and indicate dates when they applied.

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### ADDITIONAL QUESTIONS

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Have you ever been previously employed by Westridge School? (Circle one)    Yes    No  
If yes, please state when: \_\_\_\_\_

Have you previously applied for a position at Westridge School? (Circle one)    Yes    No  
If yes, please state the position and the application date: \_\_\_\_\_

Are you age 18 or older? (Circle one)    Yes    No    If not, state your age \_\_\_\_\_

Can you, after employment, submit verification of your legal right to remain and work in the United States? \_\_\_\_\_  
(Proof will be required after a decision is made to hire the candidate.)

Are you able to perform, with or without reasonable accommodation, the essential functions of the job or occupation for which you are applying? (Circle one)    Yes    No

Have you, since reaching the age of 18, been convicted of a criminal offense?    Yes    No  
(Conviction will not cause disqualification for all jobs,\* but it may affect your suitability for some positions.)

If so, please describe the nature of the offense and the date and jurisdiction where the conviction occurred. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\*unless the criminal offense is a serious or violent felony

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**IMPORTANT**

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There are several important aspects of employment with Westridge School (“the School”) which you should be aware of before completing this Application for Employment.

**First:** The School may seek to verify the information you have provided in this Application for Employment. By signing below, you authorize the School, its subsidiaries, affiliates and any of its (their) employees or agents (collectively referred to as the School) to contact the persons or organizations you have listed and to discuss your background with them. The School reserves the right to administer a drug or alcohol screening test to any and all employees at any time during their employment for any (and no) reason.

By signing below you also release the School and all of the persons, organizations, and their agents who are contacted by the School for this purpose, from any and all claims of any kind or nature which may arise now or in the future from or in any way connected with the process of verifying the information you have provided.

I hereby waive my right to receive a copy of any public records obtained directly by the School in connection with my employment or application therefore.

I understand and agree to this provision.    Yes    No

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**Second:** I understand and agree that, if I am hired, any dispute I may have with the School, its supervisors and/or representatives and/or its employees, arising out of, relating to, or affecting my employment and/or the termination of my employment will be subject to arbitration in accordance with the School’s Arbitration Policy (a copy of which is attached hereto and incorporated herein), and that I HEREBY WAIVE ANY RIGHT I MAY HAVE TO USE OR TO SEEK A JURY TRIAL OVER SUCH DISPUTES OR TO SEEK RELIEF FOR SUCH DISPUTES IN ANY OTHER ACTION OR FORUM. I also understand and agree that neither this Arbitration Policy nor this Agreement to arbitrate alters my status (if hired) as an at-will employee.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

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**PRE-EMPLOYMENT STATEMENT**

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The facts stated in my application for employment are true and complete. I understand that false statements (even if that determination is made years later) shall be grounds for denial of employment and, if employed, for immediate dismissal. I authorize Westridge School to investigate all statements and claims contained within this application and subsequent oral interviews, and I acknowledge and agree that the School may check references from sources other than those references listed herein.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise is binding unless made in writing. If an employment relationship is established, I understand that I will be employed at-will and that the School has the right to terminate my employment at any time for any (or no) reason, with or without notice, and that I will retain a similar right. This at-will employment relationship can only be modified in writing signed by me and the Westridge Head of School.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*This application shall only be valid for 6 months. After that time, any applicant seeking employment with the School must complete and submit a new application.*