



**Charles Armstrong School**  
 1405 Solana Drive, Belmont, CA 94002  
 Phone: (650) 592-7570 Fax: (650) 591-3114

### Employment Application

Position Applying for: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers: *Home*: \_\_\_\_\_ *Cell*: \_\_\_\_\_ *Work*: \_\_\_\_\_

*Email*: \_\_\_\_\_

Name of College or University	Degree	Date	Years Attended	Date of Graduation
Other Schooling/Programs	Degree/Certificate	Date	Years Attended	Date of Graduation

Please indicate certificates and licenses you hold not listed above:

\_\_\_\_\_

\_\_\_\_\_

### Please attach your resume to this application

#### References

Please list three individuals **not** related to you who have knowledge of your work performance

Name	Address & Phone Number	Relationship

Do you have the legal right to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (Proof of identity and right to work in US is a condition of employment)

Are you at least 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (Proof of age and a work permit may be required before hiring)

Have you ever been convicted of a felony that has not been judicially expunged, sealed or eradicated? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Work Experience**

(Please start with most recent employer first)

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address and Phone Number: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
May we contact this employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

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Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address and Phone Number: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
May we contact this employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

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Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address and Phone Number: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
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May we contact this employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

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Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address and Phone Number: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
May we contact this employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

**APPLICANT'S CERTIFICATION AND ARBITRATION AGREEMENT**  
(Please read before signing)

I certify that the information contained in this employment application and any other information that I submit is true and correct. I understand that Charles Armstrong School will rely on this information in evaluating my application.

I understand an applicant's fingerprint clearance with the Department of Justice is required.

Unless I specifically said "no," I agree that Charles Armstrong School may contact my present and past employers to check this information and any matter related to my employment. I also authorize any person or company to give Charles Armstrong School any information that it requests about me. I waive and release all persons and companies from any liability or damages that may result from the use, disclosure, or release of this information, whether it's favorable or unfavorable to me.

I understand that if Charles Armstrong School hires me, I will be an at-will employee with no agreement about the length of my employment. Either Charles Armstrong School or I may end the employment relationship at will, any time, with or without cause, and with or without notice.

I agree to submit to binding arbitration all disputes and claims arising out of this application and, in the event that I am hired, all disputes and claims arising out of my employment. This agreement includes every type of dispute that may be lawfully submitted to arbitration, including claims of wrongful discharge, discrimination, harassment, or any injury to my physical, mental or economic interest. This means that a neutral arbitrator, rather than a court or jury, will decide the dispute. As such, I am waiving my right to a court or jury trial. I agree that any arbitration will be conducted in accordance with Charles Armstrong School's employee handbook or the rules of the American Arbitration Association.

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

CAS is committed to the principle of equal opportunity employment. It is the school's policy to employ faculty, staff and administrators on the basis of their qualifications, experience, knowledge and ability to perform essential functions of the job. Decisions regarding recruitment, selection, placement and transfers are based on job-related criteria without regard to the individual's race, color, religion, national origin, age, gender, height, weight, veteran or marital status, sexual orientation, or any handicap which is unrelated to the individual's ability to perform the job. CAS observes all applicable federal and state laws regarding employment. Inquiries concerning equal opportunity employment shall be directed to the Head of School.