

{Please complete all five pages.}



Associate Teacher and Co-Teacher Application

Name: _____

Current Address: _____

Telephone: _____

_____ or

e-mail: _____

How did you hear about this program? _____

What grade levels interest you most? (1 as first choice, 2 as second etc.)

___ Kindergarten

___ First Grade

___ Second Grade

___ Third Grade

___ Fourth Grade

___ Fifth Grade

___ Lower School Science

___ Sixth – Eighth Grade
English

___ Sixth – Eighth Grade
Science

___ Sixth – Eighth Grade
Math

___ Learning Resource
Program

___ I'm interested in getting
teaching experience at any
grade level

Please include a written statement with this application which considers the following:

What would you bring to San Francisco Day School?

What do you hope to gain from your experience at SFDS?

How does an experience at San Francisco Day School fit your future plans and goals?

Please return both application and statement with your resume to Meagan Nye, Director, Associate Teacher and Co-Teacher Programs. Your resume should include your experience in teaching and/or work with children. Application deadline is **March 15**.



350 Masonic Avenue San Francisco, CA 94118 (415) 931-2422 FAX (415) 931-2036

Application for Employment

Please complete all questions. Do not leave any question blank and do not write "see resume". Use additional pages if necessary. Applications are valid for 30 days from the date of signature.

Last Name	Middle Name	First Name	Date
Current Address			
Home Phone	Work Phone	Cell Phone	
Mailing Address (if different from current address)			

What position are you applying for? _____

Are you applying for:

Regular full-time work	Yes	No
Regular part-time work	Yes	No
Temporary work (e.g. summer or holiday)	Yes	No

What is your salary requirement? _____ per _____

What date will you be available for work? _____

Part-time Days and Hours Available: (If employed by SFDS, I will notify my supervisor in writing should my availability change.)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
From:					
To:					

Have you ever been employed with the School before? Yes No

If yes, please give date(s): _____

Are you 18 years of age? (Proof of age and work permits may be Required prior to hiring). Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to work in this country? Yes No

Have you ever been convicted of a criminal offence other than minor traffic offense? (A conviction will not necessarily disqualify you from employment.) Yes No

If yes, state the nature of the crime(s), when and where convicted and disposition of the case. (Do not include any convictions that have been sealed, expunged or legally eradicated OR for which probation was completed and the case was dismissed. Marijuana convictions more than 2 years old may be omitted.) _____

Are you currently employed? Yes No

If yes, may we contact your current employer? Yes No

How did you find out about this position? _____

Have you, within the past four years, received an examination Certificate indicating that you are free of communicable tuberculosis? Yes No

List any special training or skills, which you believe are relevant to the position you are seeking. Indicate type of training, where acquired, dates and whether you completed training successfully:

Child Abuse and Reporting Act: _____

First Aid Training (certified by the American Red Cross) _____

Other: _____

If Applying for a Teaching Position:

Total Years of Teaching Experience _____

List any degrees/licenses/certificates you have which you believe are relevant to the position you are seeking (you may be asked to provide a photocopy of any items listed below):

Valid Teaching License: _____

Other: _____

If you are applying for a position that requires you to be bi-lingual, please list the languages, other than English, that you can read, speak, and write fluently:

Educational History

	Elementary School	High School	Technical School	College	Graduate
School Name, Location					
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3	1 2 3 4 5	1 2 3 4
Diploma / Degree	Yes No	Yes No	Yes No	Yes No	Yes No
Year Obtained					
Major / Course of Study					

Have you had any job-related training or experience?

Yes

No

If yes, please describe below, including dates:

References

Please provide a list of references. Include telephone number, their relationship to you, and how long you have been acquainted. You may attach a separate sheet.

Employment History

List most recent employer first. You must complete this section even if attaching a resume.

Employer	Name of Supervisor	Employment Dates From To
Institution Type: Public Private	Total Years Teaching at this Institution:	
Address	Telephone Number	
Position/Duties	Salary Starting:	Ending:
Reason for Leaving		

May we contact this employer for a reference?

Yes

No

Employer	Name of Supervisor	Employment Dates From To
Institution Type: Public Private	Total Years Teaching at this Institution:	
Address	Telephone Number	
Position/Duties	Salary Starting:	Ending:
Reason for Leaving		

May we contact this employer for a reference?

Yes

No

Employer	Name of Supervisor	Employment Dates From To
Institution Type: Public Private	Total Years Teaching at this Institution:	
Address	Telephone Number	
Position/Duties	Salary Starting:	Ending:
Reason for Leaving		

May we contact this employer for a reference?

Yes

No

Employer	Name of Supervisor	Employment Dates From To
Institution Type: Public Private	Total Years Teaching at this Institution:	
Address	Telephone Number	
Position/Duties	Salary Starting:	Ending:
Reason for Leaving		

May we contact this employer for a reference?

Yes

No

Please explain any gaps in employment:

Please Read Carefully, Initial Each Paragraph, and Sign Below

I understand that submitting this application, the granting of an interview (if any), testing administered during the interview (if any) and information conveyed during an interview DO NOT CREATE AN EMPLOYMENT RELATIONSHIP between me and the school.

Initial Here

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initial Here

I agree to submit to binding arbitration (in accordance with the procedures of the California Arbitration Act or any successor or replacement statutes and under the rules of the American Arbitration Association) for all disputes and claims arising out of the submission of this application

Initial Here

Should I be made an offer of employment and be subsequently hired by the School, I understand that employment with the School is "at will". This means that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the School. I understand that no employee or representative of the School, other than the Head of School, has the authority to enter into any agreement for employment for any specified period of time, or to make any express or implied agreement contrary to the foregoing. In addition, the School retains the right to alter an employee's status at-will (e.g., job position, wages, hours, etc.) with or without cause. Further, the Head of School may not alter the at-will nature of the employment relationship or enter into any employment agreement for a specified period of time unless the Head of School and I both sign a written agreement that clearly and expressly specifies the intent to do so. I agree that this constitutes a final and fully binding integrated agreement with respect to the at-will nature of employment with the School, and that there are no oral or collateral agreements regarding this issue.

Initial Here

I understand that, prior to employment, the School may request and require references, a criminal records check and a valid Tuberculosis test if this application is accepted. I also understand that any offer of employment is conditioned on the School's receipt of satisfactory responses to reference requests and the provision of satisfactory proof of applicant's identity and legal authority to work in the United States.

Initial Here

Applicant Signature

Date

REFERENCE AUTHORIZATION

I give permission to have any statements, information and references checked by the School and/or its representatives. I authorize the references listed, as well as all other listed individuals whom the School contacts, to provide the School any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the School, as well as from the legal use or disclosure of such information by the School or any of its agents, employees, or representatives.

Applicant Signature

Name of Applicant (Please Print)

Date