

# LEADERSHIP PUBLIC SCHOOLS EMPLOYMENT APPLICATION

344 Thomas L. Berkley Way, Suite 340  
Oakland, CA 94612  
Phone 510-830-3780, Fax 510-225-2550, jobs@leadps.org

Leadership Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, marital status, age, national origin, ancestry, physical or mental disability, medical condition, or any other consideration made unlawful by federal, state, or local laws.

## **Personal Information** (please print clearly)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Social Security Number \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Location (please number in order of preference) Marin \_\_\_\_\_ Oakland \_\_\_\_\_ Richmond \_\_\_\_\_ San Francisco \_\_\_\_\_

Are you applying for:

Regular full-time work Yes \_\_\_\_\_ No \_\_\_\_\_

Regular part-time work Yes \_\_\_\_\_ No \_\_\_\_\_

Temporary work, e.g. summer or holiday work or substitute teaching Yes \_\_\_\_\_ No \_\_\_\_\_

What hours and days are you available for work? \_\_\_\_\_

If applying for temporary work, during what period of time will you be available?

From \_\_\_\_\_ To: \_\_\_\_\_

Are you available for work on week-ends? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you be available to work overtime, if necessary Yes \_\_\_\_\_ No \_\_\_\_\_

If hired, on what date can you start work? \_\_\_\_\_

Salary desired: \_\_\_\_\_

Have you ever applied to or worked for Leadership High Schools before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Leadership Public Schools? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state name (s) and relationship:

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

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

If hired, would you have a reliable means of transportation to and from work? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you at least 18 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

Yes \_\_\_\_ No \_\_\_\_

If no, describe the functions that cannot be performed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential job functions. Hire may be subject to passing medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes \_\_\_\_ No \_\_\_\_

If yes, state nature of the crime(s), 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, the date of the offense, the surrounding circumstances and the relevance of the offense to the positions(s) applied for may, however, be considered.)

Are you currently employed? Yes \_\_\_\_ No \_\_\_\_

If so, may we contact your current employer? Yes \_\_\_\_ No \_\_\_\_

**Education, Training and Experience**

	Location	# Years	Did you graduate	Degree/Diploma
High School				
College/University				
College/University				
College/University				
Vocation/Business				

Some of our families may not speak English. Do you speak, write, or understand any foreign languages? Yes \_\_\_\_ No \_\_\_\_

If yes, which languages? \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Leadership Public Schools?  
Yes \_\_\_\_ No \_\_\_\_

If so, please explain.

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Why are you applying for a position at Leadership Public Schools?

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**For Teaching Positions:**

Grade/Subject You Would Like to Teach \_\_\_\_\_

**Specialization**

Credentialing program \_\_\_\_\_

List all credentials held: *(Include type of credential held, state, date granted and expiration date).*

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Other relevant skills, knowledge and achievements \_\_\_\_\_

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Has your teaching credential ever been revoked or suspended?  
If so, please explain.

Yes \_\_\_\_ No \_\_\_\_

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Have you passed California Basic Education Skills Test (CBEST)?

Yes \_\_\_\_ No \_\_\_\_

## Employment History

Please attach a detailed resume or list below all present and past employment starting with your most recent employer. Account for all periods of unemployment. If additional space is needed, please answer on a separate sheet of paper.

Name of Employer \_\_\_\_\_

Address and Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Your Immediate Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

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

Salary \_\_\_\_\_

Your Positions and Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

May we contact this employer for a reference? Yes \_\_\_\_ No \_\_\_\_

*For Teaching Positions*

Grade/Subjects Taught \_\_\_\_\_

District \_\_\_\_\_ Principal / Head \_\_\_\_\_

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Your Positions and Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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*For Teaching Positions*

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Salary \_\_\_\_\_

Your Positions and Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

May we contact this employer for a reference? Yes \_\_\_ No \_\_\_

*For Teaching Positions*

Grade/Subjects Taught \_\_\_\_\_

District \_\_\_\_\_ Principal / Head \_\_\_\_\_

\_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Salary \_\_\_\_\_

Your Positions and Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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*For Teaching Positions*

Grade/Subjects Taught \_\_\_\_\_

District \_\_\_\_\_ Principal / Head \_\_\_\_\_

\_\_\_\_\_

Name of Employer \_\_\_\_\_

Address and Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

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Salary \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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Grade/Subjects Taught \_\_\_\_\_

District \_\_\_\_\_ Principal / Head \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address and Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Your Immediate Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

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

Salary \_\_\_\_\_

Your Positions and Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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May we contact this employer for a reference? Yes \_\_\_\_ No \_\_\_\_

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Grade/Subjects Taught \_\_\_\_\_

District \_\_\_\_\_ Principal / Head \_\_\_\_\_

**Military Service**

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_\_ No \_\_\_\_

If so, describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References

List below three persons not related to you who have knowledge of your work performance within the last 3 years.

Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Address and Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship/Occupation \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Address and Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship/Occupation \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Address and Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship/Occupation \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

**Please Read Carefully and Sign Below:**

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. Upon request, I agree to provide any further information that is relevant to my application for employment.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. I also understand and agree that all oral and written responses to Leadership Public School inquiries shall remain confidential and shall not be divulged to the applicant. In addition, I hereby release Leadership Public Schools, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

In any legal action or proceeding in which Leadership Public Schools is required to enforce the terms of this release, Leadership Public Schools shall be entitled to recover from the applicant all reasonable attorneys' fees, costs and expenses incurred therein if Leadership Public Schools is found to be the prevailing party of such action.

I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and Leadership Public Schools. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Information (Optional)**

The following questions are for planning purposes only and will NOT affect your application for employment.

**How did you hear about Leadership Public Schools?**

Friend currently employed by LPS \_\_\_\_\_ Newspaper advertisement \_\_\_\_\_ Website \_\_\_\_\_  
\_ Friend with children at an LPS school \_\_\_\_\_ Newspaper or magazine article \_\_\_\_\_ Flyer \_\_\_\_\_  
\_ Friend, no affiliation with LPS \_\_\_\_\_ School District \_\_\_\_\_ Other \_\_\_\_\_

**What three factors are most important in your decision to apply for a job at Leadership Public Schools?**

\_ Overall reputation \_\_\_\_\_ Opportunity for career growth \_\_\_\_\_ Professional development \_\_\_\_\_  
\_ Opportunity to collaborate \_\_\_\_\_ Overall vision \_\_\_\_\_ Quality of academic program \_\_\_\_\_  
\_ Good principal/teachers \_\_\_\_\_ Smaller school/Smaller classes \_\_\_\_\_ Diverse, urban students \_\_\_\_\_  
\_ Other \_\_\_\_\_