

**Ridgecrest Charter School**  
*An Equal Opportunity Employer*  
 Application for Classified Employment

*We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.*

|                      |                     |
|----------------------|---------------------|
| Position Applied For | Date of Application |
|----------------------|---------------------|

**Personal Information**

|   |   |                |
|---|---|----------------|
| Last Name                                     | First Name  | Middle Name    |
| Address                                       | Number  | Street         |
|   |   | City           |
|   |   | State          |
|   |   | Zip Code       |
| Telephone Number(s) where we can contact you: | Home:   | Email address: |
|   | Work:   |                |
| Social Security Number                        | <i>(Note: This is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment.)</i> |                |

Preferred Work Hours:      Regular Full-Time \_\_\_\_\_      Regular Part-time, Hours: \_\_\_\_\_      Temporary, Hours: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?      Yes       No

Are you legally qualified to work in the United States?      Yes       No   
*(Proof of citizenship or immigration status will be required upon employment)*

Have you ever been convicted of a crime or violation other than a minor traffic infraction?      Yes       No

Have you ever submitted an application with the school before?      Yes       No

If yes, please give date and location: \_\_\_\_\_

Have you ever been employed with Ridgecrest Charter School before?      Yes       No

If yes, please give date and location: \_\_\_\_\_

**Education**

|                          | High School | College | Other | Other |
|--------------------------|-------------|---------|-------|-------|
| School Name and Location |             |         |       |       |
| Years Completed          |             |         |       |       |
| Diploma/Degree           |             |         |       |       |

|                          |  |  |  |  |
|--------------------------|--|--|--|--|
| Major Course(s) of Study |  |  |  |  |
|--------------------------|--|--|--|--|

List other education and/or certificates, licenses, etc.:

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**References**

Give name, address, and telephone number of three references who are not related to you.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Employment Experience**

Start with your present or most recent position.

Are you currently employed? Yes  No

May we contact your present employer for references? Yes  No

On what date would you be available for work? \_\_\_\_\_

| Employer                         | Dates Employed |       | Work Performed |
|----------------------------------|----------------|-------|----------------|
| Address                          | From           | To    |                |
|                                  |                |       |                |
| Telephone Number(s)              | Base Pay       |       |                |
| Job Title                        | Start          | Final |                |
|                                  |                |       |                |
| Supervisor<br>Reason for Leaving |                |       |                |

| Employer                         | Dates Employed |       | Work Performed |
|----------------------------------|----------------|-------|----------------|
| Address                          | From           | To    |                |
|                                  |                |       |                |
| Telephone Number(s)              | Base Pay       |       |                |
| Job Title                        | Start          | Final |                |
|                                  |                |       |                |
| Supervisor<br>Reason for Leaving |                |       |                |

|                                  |                |       |                |
|----------------------------------|----------------|-------|----------------|
| Employer                         | Dates Employed |       | Work Performed |
| Address                          | From           | To    |                |
|                                  |                |       |                |
| Telephone Number(s)              | Base Pay       |       |                |
| Job Title                        | Start          | Final |                |
|                                  |                |       |                |
| Supervisor<br>Reason for Leaving |                |       |                |

|                                  |                |       |                |
|----------------------------------|----------------|-------|----------------|
| Employer                         | Dates Employed |       | Work Performed |
| Address                          | From           | To    |                |
|                                  |                |       |                |
| Telephone Number(s)              | Base Pay       |       |                |
| Job Title                        | Start          | Final |                |
|                                  |                |       |                |
| Supervisor<br>Reason for Leaving |                |       |                |

|                                  |                |       |                |
|----------------------------------|----------------|-------|----------------|
| Employer                         | Dates Employed |       | Work Performed |
| Address                          | From           | To    |                |
|                                  |                |       |                |
| Telephone Number(s)              | Base Pay       |       |                |
| Job Title                        | Start          | Final |                |
|                                  |                |       |                |
| Supervisor<br>Reason for Leaving |                |       |                |

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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Are you able to perform the essential requirements of the job? Yes  No

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?

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State any additional information you feel may be helpful to us in considering your application.

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Resumes may be attached as additional information.

**Please Read Very Carefully**

In making this application for employment, I authorize Ridgecrest Charter School to communicate with persons listed as references, former employers, and any others whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on, Ridgecrest Charter School. I understand this decision is to rest with Ridgecrest Charter School.

If employed, I agree to hold in strictest confidence any information concerning Ridgecrest Charter School which may come to my knowledge. I understand that is employed, employment is contingent upon signing a confidentiality agreement.

In consideration of my employment, if I am employed, I agree to conform to the employment policies of Ridgecrest Charter School, and I understand that my employment and compensation is "at will" and can be terminated, with or without notice, at any time, at the option of either Ridgecrest Charter School or myself. I understand that no representative of Ridgecrest Charter School, other than the authorized representative, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I understand that completion of the Application for Employment does not constitute a job offer.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I understand that any misrepresentation, deception, or false statement in the Employment Application may result in my not being considered for employment, and if not discovered by Ridgecrest Charter School until after my becoming employed, is grounds for, and may result in, my immediate termination.

I understand that Ridgecrest Charter School may require the successful completion of a drug test and/or a blood alcohol test as a condition of employment. By submitting this Application for Employment, I hereby consent to either or both of said tests, at Ridgecrest Charter School's discretion.

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date