

# APPLICATION

## FOR

# EMPLOYMENT

An Equal Employment Opportunity Employer

## PERSONAL INFORMATION

(Please Type or Print)

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

Full Name	Last	First	Middle
Current Address	City	State	Zip
Current Address	City	State	Zip
Telephone (_____) _____	Message Phone (_____) _____		
Work Phone (_____) _____	May we call you at work?	YES	NO
Position applying for:		What is your salary requirement?	
Will you accept:			
<input type="checkbox"/> Full-Time?	<input type="checkbox"/> Part-Time?	<input type="checkbox"/> Temporary?	<input type="checkbox"/> On-Call?
<input type="checkbox"/> Night?	<input type="checkbox"/> Saturdays?	<input type="checkbox"/> Sundays?	
What date will you be available to start employment? _____			
How did you find out about this position? <input type="checkbox"/> Newspaper <input type="checkbox"/> Friend <input type="checkbox"/> Employee <input type="checkbox"/> EDD			
<input type="checkbox"/> Other (please specify) _____			

CHECK YES OR NO TO EACH OF THE FOLLOWING QUESTIONS. EXPLAIN WHEN NECESSARY.

- |  |     |    |  |
|--|-----|----|--|
|  | Yes | No |  |
|--|-----|----|--|
- Are you over 18 years of age? (If no, a work permit or proof of emancipation will be required.)
  - Do you have a valid California driver's license? (A current motor vehicle report may be required if driving is necessary for the position for which you are applying.)
  - Can you provide proof after you are hired that you can legally work in the United States? (If hired, you will be required to submit proof of the legal right to work in the United States.)
  - Have you ever been convicted of a criminal offense (felony or misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) A conviction will not necessarily be a bar to employment – all factors involved will be considered. If yes, when, where and disposition of case: \_\_\_\_\_
  - Can you, with or without accommodation, perform all of the essential functions of the job for which you are applying?

## EDUCATION/TRAINING

- Name and location of schools (high school, college, trade, business or correspondence)

Name	Location	Graduate?	Subjects Studied	Degree

- Soecial Trainino:** List any training you have had which may help to qualify you for the position for which you are applying. Include
- Special Training:** List any training you have had which may help to qualify you for the position for which you are applying. Include trade, vocational, military, etc. Indicate type of training, where acquired, dates and whether you completed it successfully.
- Licenses/Certificates:** List any licenses or certificates you have which may help to qualify you for the position for which you are applying. Include driver's license, typing, steno or software certificates, professional registration, etc.

Title	State	Number	Date Issued	Date Expires
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- Languages which you can fluently: Speak \_\_\_\_\_, Read \_\_\_\_\_, Write \_\_\_\_\_

## EMPLOYMENT HISTORY

List your entire work experience BEGINNING WITH YOUR PRESENT OR LAST JOB. Show promotions as separate jobs. Be sure to include appropriate military experience. If you need additional space, please supply all requested information on a separate sheet and attach to this application.

IMPORTANT: Check box () if the job gave you specific experience in the position for which you are applying.

Employer's Name \_\_\_\_\_ Phone# \_\_\_\_\_

Dates of Work  
From \_\_\_\_\_ Address \_\_\_\_\_  
Mo. Yr.

To \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_  
Mo. Yr.

Your Title \_\_\_\_\_ Wage (hr/mo) \_\_\_\_\_

Full-Time  Part-Time   
Hrs. per Week \_\_\_\_\_  
hrs. per week \_\_\_\_\_

Describe Your Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact this employer?  
Yes  No

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

Employer's Name \_\_\_\_\_ Phone# \_\_\_\_\_

Dates of Work  
From \_\_\_\_\_ Address \_\_\_\_\_  
Mo. Yr.

To \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_  
Mo. Yr.

Your Title \_\_\_\_\_ Wage (hr/mo) \_\_\_\_\_

Full-Time  Part-Time   
Hrs. per Week \_\_\_\_\_

Describe Your Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact this employer?  
Yes  No

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

Employer's Name \_\_\_\_\_ Phone# \_\_\_\_\_

Dates of Work  
From \_\_\_\_\_ Address \_\_\_\_\_  
Mo. Yr.

To \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_  
Mo. Yr.

Your Title \_\_\_\_\_ Wage (hr/mo) \_\_\_\_\_

Full-Time  Part-Time   
Hrs. per Week \_\_\_\_\_

Describe Your Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact this employer?  
Yes  No

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

## REFERENCES

Name	Address	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The company may request consumer reports or investigative consumer reports in connection with your application for employment or during the course of your employment (if any), with the company. Any information contained in such reports may be taken into consideration in evaluating your suitability for employment, promotion, reassignment or retention as an employee. Such reports, if obtained, will be prepared by a consumer reporting agency and may contain information concerning your credit standing or worthiness, character, general reputation, personal characteristics, or mode of living. The types of reports that may be requested, include, but are not limited to, credit reports, criminal records checks, court records checks, and/or summaries of educational and employment records and histories. The information contained in such reports may be obtained from public record sources or through personal interviews with your neighbors, friends, associates, current or former employers, or other personal acquaintances.

I certify that the information contained in this application is true and correct and complete to the best of my knowledge and belief. I understand that any false statement, omission or misrepresentation of facts in connection with this application can be cause for rejection of my application, or if I am employed, for my dismissal from employment. I also understand that I am required to abide by all rules and regulations of the Employer.

I hereby understand and acknowledge that if I am employed, my employment relationship with the Employer is of an "at-will" nature, which means that I may resign at any time and the Employer may discharge me at any time, with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any statement or conduct of any person, unless such change is specifically acknowledged in writing, signed by the President/CEO of the Employer.

I acknowledge that no other promises, agreements or representations have been made contrary to this "at-will" employment agreement, and that this agreement, as acknowledged by my signature below, is the full and complete agreement governing the Employer's and my rights and obligations concerning the full and complete agreement governing the Employer's and my rights and obligations concerning termination of my employment.

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

**Applications will be maintained in an active file for a period of two years and then transferred to an inactive status for a period of one year from date received.**

*We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, physical or mental disabilities, or any other legally protected status.*