

Application for Employment

We consider applicants for all positions on the basis of qualifications and without regard to race, religion, color, sex and breastfeeding, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, military or veteran status, marital status, pregnancy, age, a diagnosis or history of cancer, disability, genetic characteristics or any other category protected by applicable federal, state, or local laws.

Please complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):	Date of Application:	
Street Address:		City, State	Zip
E-mail:	Home Phone:	Work Phone:	Other Phone:
If under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain	
Have you ever been employed by this Company before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide dates of employment, position, and reason for leaving:	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date available to work			
Desired salary range			
Type of employment desired	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		
Type of work schedule interested in (check all that apply)	<input type="checkbox"/> Days (1 st shift) <input type="checkbox"/> Evenings (2 nd shift) <input type="checkbox"/> Nights (3 rd shift)		
May we contact your present employer for references?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have the right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If driving is an essential function of job, do you have a valid California driver license?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION

Name of School	City/State	Did you graduate?	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No		

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE-Please detail your work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment.

PLEASE DO NOT complete this information with the notation “See Resume.”

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor’s Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor’s Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

REFERENCES

Please provide the names, addresses, telephone numbers and Emails of three business references who are not related to you.			
Name:	Address:	Phone:	Email:
Name:	Address:	Phone:	Email:

Name:	Address:	Phone:	Email:
-------	----------	--------	--------

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Applicant Signature: _____ Date: _____