

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Phone: _____ Email: _____

Position(s) applying for _____ Desired Salary: \$ _____ Social Security #: _____

Driver's License #: _____ State: _____ (if applicable to position)

Referral Source: Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employee Agency Other _____

Best time to call _____: _____ AM/PM Date Available for work ____/____/____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-Op

May we contact you at work? YES NO

If yes, work number and best time to call: (____) _____: _____ AM/PM

If you are under 18 and it is required, can you furnish a work permit? YES NO

If no, please explain: _____

Have you ever submitted an application here before? YES NO

If yes, give date(s) and position(s) _____ / ____ / ____

Will you relocate if job requires it? YES NO Will you travel if job requires it? YES NO

Are you able to meet the attendance requirements of the position? YES NO

Will you work overtime if required? YES NO

If no, please explain _____

Are you legally eligible for employment in this country? YES NO

Please be aware that some of the employer's construction projects (i.e. schools, juvenile hall, etc.) may require fingerprinting.

I understand that some construction projects (i.e. schools, juvenile hall, etc.) may require fingerprinting. YES NO

Have you ever been enrolled in a Journeyman Apprenticeship Program? YES NO

If yes, which Program/Union: _____ Completion date: _____ Level Completed: _____

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comments section below.

EMPLOYER	TELEPHONE ()	DATES EMPLOYED FROM	SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS			
STARTING JOB TITLE/ FINAL JOB TITLE		DATES EMPLOYED TO	
IMMEDIATE SUPERVISOR & TITLE			
REASON FOR LEAVING		DATES EMPLOYED	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
EMPLOYER	TELEPHONE ()	DATES EMPLOYED FROM	SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS			
STARTING JOB TITLE/ FINAL JOB TITLE		DATES EMPLOYED TO	
IMMEDIATE SUPERVISOR & TITLE			
REASON FOR LEAVING		DATES EMPLOYED	
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MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT _____

Skills and Qualifications

Summarize any special training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background (if job related)

List last three (3) schools attended, starting with most recent and list number of years completed. Indicate degree or diploma earned, if any. List your Grade Point Average (GPA) or Class Rank. What was your major of study and list a minor field study, if applicable.

SCHOOL	# OF YEARS COMPLETED	DEGREE DIPLOMA	GPA CLASS RANK	MAJOR	MINOR

References

List three professional references, not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

REFERENCE NAME/ COMPANY	TELEPHONE	POSITION/TITLE	# OF YEARS KNOWN

Additional Information

List professional, trade, business or civic associations and any offices held.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN, RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN, RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider.

Drug Free Workplace Statement

This is a "drug free workplace" as that term is applied under California law. "Drugs" as used here includes alcohol. As a condition of hiring, you will be required to successfully pass a pre-employment drug test. In addition, if the position for which you are hired requires you to work with tools or equipment the improper operation of which could affect the health or safety of yourself, co-workers or others, you will be subject to random drug testing and will be subject to discipline up to and including termination for the failure to take or pass a random drug test. In addition, you may also be required to take and successfully pass a drug test in the event the employer has a reasonable suspicion you are under the influence of drugs at work. Finally, you will be subject to a drug test after any accident in which you are involved.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

AN EQUAL OPPORTUNITY EMPLOYER