

Job Interview & Employment Application

ALL sections, where applicable to the position you are applying, must be fully completed even in a resume is submitted. PLEASE PRINT AND FILL OUT COMPLETELY, USE BLUE OR BLACK INK.

Title of Position Desired _____ **Date** _____

PERSONAL INFORMATION (FULL LEGAL NAME)		
LAST	FIRST	MIDDLE
SOCIAL SECURITY NUMBER (SSN)		DRIVER'S LICENSE (DL)
STREET ADDRESS		
CITY	STATE	ZIP CODE
HOME PHONE	CELL PHONE	WORK PHONE
DATE YOU CAN START	DESIRED SALARY	ARE YOU 18 YEARS OF AGE OR OLDER?

AVAILABILITY LIST THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ARE YOU WILLING TO WORK HOLIDAYS? (CIRCLE ONE)					YES	NO

SPECIAL SKILLS/TRAINING

EDUCATION						
HIGH SCHOOL GRADE COMPLETED _____	HS DIPLOMA	YES	NO	GED RECEIVED	YES	NO
POST SECONDARY EDUCATION	LOCATION	DEGREE OR CERTIFICATE	SUBJECTS STUDIED			

EMPLOYMENT INFORMATION (IF MORE SPACE IS NEEDED, PLEASE ATTACH A SEPARATE SHEET OF PAPER)			
EMPLOYER	ADDRESS	PHONE NUMBER	HIGHEST POSITION HELD
SUPERVISORS NAME / TITLE	START DATE	END DATE	REASON FOR LEAVING
JOB RESPONSABILITIES AND DUTIES		SALARY (PER HOUR OR MONTH)	
MAY WE CONTACT THIS EMPLOYER (CIRCLE ONE)		YES	NO

REFERENCES PROVIDE THE NAMES AND CONTACT INFORMATION OF THREE PERSONS WHOM YOU KNOW AND WHO CAN SPEAK ON YOUR BEHALF.			
NAME / RELATIONSHIP	ADDRESS	PHONE NUMBER	YEARS KNOWN

GENERAL INFORMATION	
HAVE YOU EVER BEEN CONVICTED OF, PLED GUILTY, OR NO CONTEST TO A VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION?	YES ___ NO ___
DO YOU HAVE ANY CHARGES OR PROCEEDINGS CURRENTLY PENDING AGAINST YOU?	YES ___ NO ___
DO YOU HOLD A VALID CALIFORNIA DRIVER'S LICENSE?	YES ___ NO ___
HAS YOUR DRIVERS LICENSE EVER BEEN REVOKED OR SUSPENDED?	YES ___ NO ___
HAVE YOU EVER BEEN FIRED, OR DEMOTED FROM A JOB?	YES ___ NO ___

AUTHORIZATION

I CERTIFY THAT THE FACTS AND ABOVE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL.

Signature: _____

Date: _____

