



EMPLOYEE INFORMATION

Name: _____ Position: _____
First Middle Last

Telephone: _____ Mobile: _____ Email: _____

Address: _____
Street Name Unit No. City State Zip Code

Are you able to perform the essential functions of the position with or without accommodations? Yes No

If necessary for the job are you older than 18? Yes No Are you eligible for employment in the U.S.? Yes No

Are you looking for a permanent position? Yes No Are you looking for a temporary position? Yes No

Are you able to work overtime? Yes No Are you able to provide a CA Driver's License? Yes No

When are you able to start? _____ If not, which state? _____

What is your expected salary/hourly rate? _____ Work the following shifts? Day Night Weekends

EMPLOYEE HISTORY

Enter the most recent employment first, including summer or temporary jobs. Include all your experience/employers within a 10-year time-frame related to this job below.

Employer Name & Address:	Position Title, Duties, Skills:	Start Date:	End Date:
		Reason for Leaving:	
Pay: \$			
Per:	Supervisor: Tele:		
Employer Name & Address:	Position Title, Duties, Skills:	Start Date:	End Date:
		Reason for Leaving:	
Pay: \$			
Per:	Supervisor: Tele:		
Employer Name & Address:	Position Title, Duties, Skills:	Start Date:	End Date:
		Reason for Leaving:	
Pay: \$			
Per:	Supervisor: Tele:		
Employer Name & Address:	Position Title, Duties, Skills:	Start Date:	End Date:
		Reason for Leaving:	
Pay: \$			
Per:	Supervisor: Tele:		



EDUCATION

	School Name	Years	Major/Minor	Degree
High School				
College/University				
Business/Technical				
Other				

MILITARY

Are you a veteran? Yes No Duty/Specialized Training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

SKILLS & QUALIFICATIONS

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years Known

EMERGENCY CONTACT

In case of accident or illness, please contact:

Name Telephone Address Relationship

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional. W failure to provide it will have no affect on your application for employment.