



APPLICATION FOR EMPLOYMENT

It is our policy to provide equal employment opportunities and will not unlawfully consider any factors of race, religion, age, creed, national origin, gender, disability veteran status, genetic information or any and all other unlawful biases regarding federal, state or local laws with regard to workers or applicants.

ALL APPLICANTS MUST FILL OUT THIS FORM COMPLETELY. THIS APPLICATION WILL BE GIVEN EVERY CONSIDERATION, BUT ITS RECEIPT DOES NOT IMPLY THAT THE APPLICANT WILL BE EMPLOYED BY OUR COMPANY. THIS FORM BECOMES A PART OF YOUR EMPLOYMENT RECORD IF YOU ARE HIRED.

PERSONAL INFORMATION	
Name (including first, middle and last names):	Home Phone:
Present Address (including city, state, zip code):	
Alternate/Cell Phone Number:	Are you over 18?
If you have lived at above address less than 12 months, list previous address (including city, state, zip code):	
Have you worked or do you have work experience or education under a different name? If so, please list (including first, middle and last names):	
Can you supply documentation of your identity and authorization to work in the U.S.? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	
Have you ever been convicted of a crime or are you currently charged with a crime? If yes, please list all misdemeanor and felony pending criminal actions and prior criminal convictions against you. Please exclude: (i) any prior conviction that has been judicially ordered sealed, expunged or statutorily eradicated; (ii) any pre or post trial diversion program you were referred to or participated in; and (iii) any marijuana related misdemeanor conviction more than two (2) years old.) A conviction will not necessarily bar you from employment. Each instance and explanation will be considered in relation to the position for which you are applying. Failure to answer this question honestly will result in discontinued consideration of your application or termination of your employment. <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	
If yes, state the offense, location, date and disposition, and any other circumstances or rehabilitation.	

WORK INTEREST				
Please note that we comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform the essential job functions				
Position applied for:	Type of employment: <input type="checkbox"/> Full time <input type="checkbox"/> Part time Other: _____	Shift preferred:	Minimum salary:	Are you able to perform the essential functions of the job with or without reasonable accommodation? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
Have you ever filed an application with our company before? <input type="checkbox"/> Yes <input type="checkbox"/> No			When?	Where?
Have you ever been interviewed by our company before? <input type="checkbox"/> Yes <input type="checkbox"/> No			When?	Where?
Shift & hours you can work: 1 st Shift _____ 2 nd Shift _____ 3 rd Shift _____				



WORK INTEREST (continued)	
Would you accept part time work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate the hours you would be willing to work whenever scheduled or requested:	
Overtime: <input type="checkbox"/> Yes <input type="checkbox"/> No Weekends: <input type="checkbox"/> Yes <input type="checkbox"/> No Holidays: <input type="checkbox"/> Yes <input type="checkbox"/> No Rotation: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly state your reasons for interest in employment with our company or any other comments with regard to work interest:	
Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the position requires travel, are you willing, and do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, DL# _____ State: _____	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we inquire of your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

List the names of employers in consecutive order with present or last employer listed first. Account for all periods, including military services. If self-employed, give firm name and supply additional references. **PLEASE GIVE BOTH MONTH AND YEAR.**

WORK HISTORY			
Name of Employer:		Dates Employed:	
Address:		From:	Mo. Yr.
City	State	Zip Code	To: Mo. Yr.
Telephone	Your Title:	Pay:	Starting: \$
Nature of Business:			Ending: \$
Name/Title of Supervisor:		Reason for Leaving:	
Duties:			
Name of Employer:		Dates Employed:	
Address:		From:	Mo. Yr.
City	State	Zip Code	To: Mo. Yr.
Telephone	Your Title:	Pay:	Starting: \$
Nature of Business:			Ending: \$
Name/Title of Supervisor:		Reason for Leaving:	
Duties:			



WORK HISTORY (continued)				
Name of Employer:			Dates Employed:	
Address:			From:	Mo. Yr.
City	State	Zip Code	To:	Mo. Yr.
Telephone	Your Title:		Pay:	Starting: \$
Nature of Business:				Ending: \$
Name/Title of Supervisor:			Reason for Leaving:	
Duties:				
Name of Employer:			Dates Employed:	
Address:			From:	Mo. Yr.
City	State	Zip Code	To:	Mo. Yr.
Telephone	Your Title:		Pay:	Starting: \$
Nature of Business:				Ending: \$
Name/Title of Supervisor:			Reason for Leaving:	
Duties:				

Please explain all periods of unemployment: _____

Have you ever been disciplined associated with harassment, discrimination or theft? Yes No
 If yes, please explain: _____

Have you ever been terminated from employment? Yes No
 If yes, please explain: _____

Have you obtained any special skills or abilities as a result of military service? Yes No
 If yes, please explain: _____



EDUCATION					
List All Schools Attended	Name & Address of School	No. Of Years	Graduated?	Degree/Type of Diploma	Major Course of Study
High School					
College/University					
Graduate School					
Business/Technical					
If you have not graduated from high school, do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No					
No. of test _____ Date of test _____ Place taken _____					
If you went to college but did not graduate, how many credit hours are needed for your degree? Associate _____ Bachelor _____					
List any scholarships, academic honors, awards or special achievements:					
List languages which you speak proficiently:					
List languages which you read proficiently:					

CERTIFICATIONS/LICENSES			
Type	Agency or State Issued	Date Issued	Number

REFERENCES			
Name	Address	Phone	Occupation

SPECIAL SKILLS			
OFFICE	Typing wpm:	Shorthand wpm:	Speed writing wpm:
Data entry: <input type="checkbox"/> Yes <input type="checkbox"/> No	10-Key: <input type="checkbox"/> Yes <input type="checkbox"/> No	Calculator: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fax: <input type="checkbox"/> Yes <input type="checkbox"/> No
COMPUTER	Hardware:	Software:	Other Computer Training:
List those skills and abilities (personal skills, qualities, work style, interpersonal ability, communication, etc.) you feel particularly qualify you for a position with us:			



**ADDITIONAL TERMS AND CONDITIONS
OF EMPLOYMENT
Affidavit**

Initials:

_____ I certify that the answers given by me to the foregoing questions and statements on the employment application and/or during the employment interview process are true and correct without any consequential omissions of any kind whatsoever. I understand that any misleading or incorrect statements may render this application void and, if employed, would be cause for my termination. I further agree that the Company shall not be liable in any respect if my employment is terminated because of falsity of statements, answers or omissions made by me in this application.

_____ I understand that this application is designed for use with several types of jobs and some questions may not be completely applicable to the position for which I am applying.

_____ I authorize the companies, schools, persons or entities given during the employment process, and the employer (if employed), while employed, or during internal investigations, as references or past employers or affiliations, to give any information regarding my employment, character, qualifications, certifications and licenses, and hereby release said companies, schools, persons or entities from all liability for any damage for issuing this information. A favorable result may be a condition of employment, commencement, or continuation of any employment duties where elements are job-related. A background check, and credit check if you are applying for a supervisor job or a job which requires substantial involvement in handling financial transactions may be required as well.

_____ I understand that I may be required to have a medical examination and/or drug and alcohol test after an offer of employment has been made and prior to the commencement of my employment duties. A favorable result on the medical examination and/or drug and alcohol test would be a condition of my employment or commencement of any employment duties as well as any time throughout my employment according to company policy.

_____ I realize that operating conditions may require me to work shifts or work hours scheduled other than the one for which I am applying and I agree to such scheduling change as directed by my supervisor or the management.

_____ I understand that my employment is not for a specified or definite term and that I may resign, or I may be discharged, at any time, for any reason, with or without good cause and with or without prior notice. I further understand that this policy cannot be changed or amended except by written agreement signed by me and by a corporate officer. I understand that this is an application for employment and that no employment contract is being offered.

_____ I understand that only United States citizens or aliens who are legally entitled to work in the United States are eligible for employment.

_____ My employment shall be in accordance with the terms of this application, all safety and incident reporting rules, and all other Company rules and regulations. The Company shall have the right to amend, modify, or revoke its rules and regulations at any time. I will familiarize myself promptly with such rules and regulations and will abide and be bound by the rules and regulations now or hereafter in effect.

_____ I certify that as a part of the application process, I have been provided with a written job description or have had the opportunity to review and/or discuss the requirements for the position of the job. I certify that I understand each requirement and that I am capable of meeting each and every requirement.



_____ I understand that any disputes arising out of or related to either my employment or this application for employment or the hiring process are required to be resolved by **binding arbitration** under the Federal Arbitration Act. Applicant also knowingly and voluntarily waives (gives up) the right to be a party in or to any class action lawsuit against Employer, whether filed in federal or state court, as part of Applicant's agreement to arbitrate all disputes with Employer by binding arbitration. The parties will jointly pick a neutral arbitrator from the arbitration panels of either ADR Services or JAMS. The parties will have the same rights to discovery and remedies as they would in a California Civil action. Your prospective Employer will pay for all the arbitrator's fees. The arbitrator will follow California law in determining whether to award attorney fees. The arbitrator will issue a written decision explaining the reasons for his/her decision. If you are hired, the Arbitration Agreement in the Company hiring package, once you sign it, will take precedent over this Agreement. **Please take notice that by agreeing to binding arbitration, you will have waived your right to trial by jury.**

Signature: _____

Date: _____

Printed Name: _____