



Employment Application

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____

Last

First

Middle

Telephone: _____ Alternate Phone: _____ Email: _____

Address: _____

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:

14 15 16 (check one)

18 19 21

I am legally eligible for employment in the U.S.?

Yes No

I am seeking a permanent position: Yes No

I will be able to report to work

_____ **days after being notified I am hired.**

If necessary for the job, I am able to:

Work overtime? Yes No

Provide valid CA Driver's License?: Yes No

If so, fill out the following: Issuing State: _____

Type: _____

Endorsement(s): Hazardous Material Tankers

School Bus Double/Triple trailers Passenger

Tankers with Hazardous Material

Work the following shifts: (check all that apply)

Any Day Night Swing

Rotating Split Graveyard

Other: _____

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs.

Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address: _____ Position title/duties, skills: _____ Start date: _____ End date: _____

Pay: \$ _____
Per: _____

Supervisor: _____
Telephone: _____

Reason for leaving: _____

Employer name and address: _____ Start date: _____ End date: _____

Pay: \$ _____
Per: _____

Supervisor: _____
Telephone: _____

Reason for leaving: _____

Employer name and address: _____ Position title/duties, skills: _____ Start date: _____ End date: _____

Pay: \$ _____
Per: _____

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EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High School	_____	_____	_____	_____
College/University	_____	_____	_____	_____
Business/technical	_____	_____	_____	_____
Additional	_____	_____	_____	_____

MILITARY

Are you a veteran? Yes No

Duty/specialized training: _____

SKILLS & QUALIFICATIONS

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

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

Professional licenses, certifications, or registrations:

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

Typing speed: _____ per minute

REFERENCES

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

Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____

CONTACT

In case of accident or illness, please contact: Name: _____ Day phone: _____

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 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 and failure to provide it will have NO affect on your application for employment.

Developed at employer request by the CA Department of Labor & Workforce Development, Employment Security Division.