



EMPLOYMENT APPLICATION

<i>Choose Date</i>	<i>Enter Last Name</i>	<i>Enter First Name</i>	<i>Middle Initial</i>
PRESENT ADDRESS			
<i>Enter Street Address</i>		<i>Enter City/State</i>	<i>Enter Zip</i>
<i>Enter Home #</i>	<i>Enter Phone #</i>	<i>Enter E-mail Address</i>	
EMPLOYMENT			
<i>Enter Desired Position</i>		Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you available for work on: <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Holidays <input type="checkbox"/> Overtime			
If hired, what date can you start work?		Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PERSONAL INFORMATION			
Have you ever applied to/worked for the Mizell Senior Center?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when:			
Do you have any friends or relatives working for the Mizell Senior Center?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, who?		Relationship:	
If hired, would you have a reliable means of transportation to and from work?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, describe the function(s) that cannot be performed:			
<p>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility tests).</p>			
<p>Criminal History: (A conviction may be relevant if job related, but does not necessarily bar you from employment). Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? <i>Misdemeanor convictions for marijuana-related offenses that are more than two years old and convictions that have been judicially dismissed or order sealed pursuant to law need not be listed.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
If yes, state nature of the crime(s), when and where convicted, and disposition of the case:			
<p>(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)</p>			

EDUCATION, TRAINING AND EXPERIENCE

School	Name/Address	# of years completed	Did you graduate?	Degree/Diploma
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
		City/State/Zip		
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
		City/State/Zip		
Other/Vocational			<input type="checkbox"/> Yes <input type="checkbox"/> No	
		City/State/Zip		

Answer the following questions if you are applying for a professional position:

Are you licensed/certified for the job applied for? Yes No

Name of license/certification: Issuing State:

License/Certification Number:

Has your license/certification ever been revoked or suspended? Yes No

If yes, state reason(s), date of revocation or suspension, and date of reinstatement:

Do you have any other experience, training, qualifications, or skills that you feel make you especially suitable for work at the Mizell Senior Center? If so, please explain.

COMPUTER SKILLS (Check appropriate boxes. Enter software titles and years of experience)

<input type="checkbox"/> Word Processing		
<input type="checkbox"/> Internet		
<input type="checkbox"/> Spreadsheet		
<input type="checkbox"/> PowerPoint		
<input type="checkbox"/> E-mail		
<input type="checkbox"/> Other Software		
<input type="checkbox"/> Other		

REFERENCES – List below three persons, **not related to you**, who have knowledge of your work performance within the last five years.

Name	Occupation	Telephone	# Years Acquainted

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer:

Supervisor's Name:

Telephone Number:

Dates of Employment:

Beginning Hourly Pay -

Ending Hourly Pay:

Your Position and Duties:

Reason for Leaving:

Name of Employer:

Supervisor's Name:

Telephone Number:

Dates of Employment:

Beginning Hourly Pay -

Ending Hourly Pay:

Your Position and Duties:

Reason for Leaving:

Name of Employer:

Supervisor's Name:

Telephone Number:

Dates of Employment:

Beginning Hourly Pay -

Ending Hourly Pay:

Your Position and Duties:

Reason for Leaving:

If not addressed on previous pages, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain:

Explain any gaps in your employment other than those due to personal illness, injury or disability.

ACKNOWLEDGEMENT

Please read carefully, initial each paragraph and sign/date below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Mizell Senior Center to investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Mizell Senior Center any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Mizell Senior Center, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that the Mizell Senior Center may require applicants for employment to take a urinalysis for drug and alcohol screening as part of the selection process, and that any offer of employment with the Mizell Senior Center contingent upon the results of these tests being satisfactory. I understand that if I am employed with the Mizell Senior Center, it may require that I submit to a drug and/or alcohol screen if I am involved in an on-the-job accident or if the Mizell Senior Center has reasonable suspicion that I am under the influence of drugs or alcohol; and I hereby authorize the release of these drug screen results to the Mizell Senior Center.

_____ I understand that **nothing** contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Mizell Senior Center. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Mizell Senior Center, and that no promises or representations contrary to the foregoing are binding on the Mizell Senior Center unless made in writing and signed by me and the Mizell Senior Center's designated representative.

_____ Should a search of public records be conducted by internal personnel employed by the Mizell Senior Center, I am entitled to copies of any such public records obtained by the Mizell Senior Center unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. "Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." (Civil Code section 1786.53) Any public records request conducted by internal personnel employed by the Mizell Senior Center will only be used to the extent allowed by federal, state, or local law.

I waive receipt of a copy of any public record described in the paragraph above.

Date

Applicant's Signature

We Are An Equal Opportunity Employer