



990 Avenida Talega, San Clemente, CA 92673
949-369-6226

Application for Employment

Equal Opportunity Employer

PERSONAL INFORMATION

Date _____

Name _____
(Last) (First) (Middle)

Address _____ City _____ State _____ Zip _____

Phone Number _____ Are you at least 18 years of age? yes no

E-mail Address _____ If hired, can you present evidence of your legal right to live and work in this country? yes no

Have you ever applied to work for us before? yes no If yes, when? _____

Have you ever been employed by us before? yes no If yes, give dates, position, department:

EDUCATION (supply names and addresses of schools attended)

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

| | Did you graduate? (yes/no) | Degree or License Received | Major/Minor or Specialization |
|---|-------------------------------|-------------------------------|----------------------------------|
| High School | | | |
| College | | | |
| Post Graduate | | | |
| Trade, Business or Correspondence School | | | |

Member of the following professional organizations _____

Describe any skills or experiences which may assist you in performing the job for which you are applying _____

Computer Experience (please specify types of machines and software): _____

Have you used another name while employed (Other than name used on the application)? yes no If yes, please indicate:

List all convictions for any offense other than minor traffic violations, and all pending criminal charges (No applicant will be denied a position because of a conviction for any offense, or because of a pending criminal charge, which is not substantially related to the circumstances of the job(s) sought).

EMPLOYMENT HISTORY

If you are currently employed, may we contact your present employer? yes no

List your present or most recent employer first; please include experience gained through volunteer work.

| | | | | |
|---------------------------|------------|-------------------------|-----------------|-----|
| From (Mo-Yr) | To (Mo-Yr) | Job Title or Occupation | Salary: Start | End |
| Employer Name and Address | | | Phone Number | |
| | | | Supervisor Name | |

Description of Duties:

Reason for Leaving: _____

| | | | | |
|---------------------------|------------|-------------------------|-----------------|-----|
| From (Mo-Yr) | To (Mo-Yr) | Job Title or Occupation | Salary: Start | End |
| Employer Name and Address | | | Phone Number | |
| | | | Supervisor Name | |

Description of Duties:

Reason for Leaving: _____

| | | | | |
|---------------------------|------------|-------------------------|-----------------|-----|
| From (Mo-Yr) | To (Mo-Yr) | Job Title or Occupation | Salary: Start | End |
| Employer Name and Address | | | Phone Number | |
| | | | Supervisor Name | |

Description of Duties:

Reason for Leaving: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials

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.

Initials

I hereby authorize the company to thoroughly 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 company 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 company, 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.

Initials

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 company. 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 company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Date

Applicant's Signature