



### APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

## CLASSIFIED APPLICATION

- Full Time
- Part Time
- Temporary

Position for which you are applying \_\_\_\_\_

HOW DID YOU FIND OUT ABOUT THIS POSITION? CHECK ONE

SOCIAL ROC WEBSITE     ED JOIN     INDEED

REFERRAL \_\_\_\_\_

Home Telephone \_\_\_\_\_  
Area Code \_\_\_\_\_

Cell Telephone \_\_\_\_\_  
Area Code \_\_\_\_\_

Work Telephone \_\_\_\_\_  
Area Code \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## PERSONAL DATA Please Print or Type

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City Zip Code

Are you eligible to work in the USA?  Yes  No    Do you possess a valid California Driver's License?  Yes  No

Are you currently a member of PERS (California Public Employee's Retirement System)?  Yes  No

Have you ever been convicted of an offense other than minor traffic violations? \_\_\_\_\_

If "Yes" Please explain \_\_\_\_\_

Describe your hobbies and/or recreational and community activities. \_\_\_\_\_

Have you had experience with young people outside of your job? \_\_\_\_\_

## REFERENCES Give the names of three persons qualified to speak about you professionally.

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

# EDUCATIONAL QUALIFICATIONS

Circle the highest grade completed in secondary education.

10      11      12      GED

## COLLEGE OR UNIVERSITY

Name and Location of Institution	Dates of Attendance		Semester Credits	Attained Degree	Date
	From	To			

## SPECIAL COURSES OR TRAINING COMPLETED

Name of Course	Course Length			Course Offered By
	From	To	Hrs/Wk	

## CREDENTIALS / LICENSES

Type	Expiration Date

## SKILLS - CHECK APPROPRIATE SKILLS

### OFFICE SKILLS

- SWITCHBOARD
- FILING
- 10-KEY
- COPY MACHINE
- FAX MACHINE
- SHORTHAND
- TRANSCRIPTION

### PC SOFTWARE

- MS EXCEL
- MS WORD
- MS POWERPOINT
- MS ACCESS
- GRAPHICS
- PAGE MAKER
- OTHER

### TYPING SKILLS

- CORRESPONDENCE
- WPM
- STATISTICAL

### DATA ENTRY

- NUMERIC
- KEYSTROKES
- ALPHA

### MAINTENANCE

- AC/HEATING
- CONSTRUCTION
- ELECTRICAL
- LANDSCAPING
- MECHANICAL

### ACCOUNTING

- PAYABLE
- RECEIVABLES
- PAYROLL
- BENEFITS

# EMPLOYMENT EXPERIENCE

List jobs held during the last 10 years. Please begin with present job and list in reverse order. The information given below will be used in rating experience. It is important that it be complete.

① \_\_\_\_\_  
Company/Agency Name Address Zip

\_\_\_\_\_ Immediate Supervisor Title Area Code/Telephone

Dates of Employment: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Total Months

\_\_\_\_\_ Position Duties

Number of Employees Under Your Supervision \_\_\_\_\_ Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

State Reason for Leaving Job \_\_\_\_\_

② \_\_\_\_\_  
Company/Agency Name Address Zip

\_\_\_\_\_ Immediate Supervisor Title Area Code/Telephone

Dates of Employment: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Total Months

\_\_\_\_\_ Position Duties

Number of Employees Under Your Supervision \_\_\_\_\_ Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

State Reason for Leaving Job \_\_\_\_\_

③ \_\_\_\_\_  
Company/Agency Name Address Zip

\_\_\_\_\_ Immediate Supervisor Title Area Code/Telephone

Dates of Employment: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Total Months

\_\_\_\_\_ Position Duties

Number of Employees Under Your Supervision \_\_\_\_\_ Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

State Reason for Leaving Job \_\_\_\_\_

④ \_\_\_\_\_  
Company/Agency Name Address Zip

\_\_\_\_\_ Immediate Supervisor Title Area Code/Telephone

Dates of Employment: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Total Months

\_\_\_\_\_ Position Duties

Number of Employees Under Your Supervision \_\_\_\_\_ Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

State Reason for Leaving Job \_\_\_\_\_

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Company/Agency Name	Address	Zip
Immediate Supervisor	Title	Area Code/Telephone
Dates of Employment:	From	To
		Total Months
Position	Duties	
Number of Employees Under Your Supervision	Beginning Salary	Ending Salary
State Reason for Leaving Job		

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Company/Agency Name	Address	Zip
Immediate Supervisor	Title	Area Code/Telephone
Dates of Employment:	From	To
		Total Months
Position	Duties	
Number of Employees Under Your Supervision	Beginning Salary	Ending Salary
State Reason for Leaving Job		

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Company/Agency Name	Address	Zip
Immediate Supervisor	Title	Area Code/Telephone
Dates of Employment:	From	To
		Total Months
Position	Duties	
Number of Employees Under Your Supervision	Beginning Salary	Ending Salary
State Reason for Leaving Job		

*If necessary, attach additional sheet listing employment experience.*

**May we contact your present employer?** \_\_\_\_\_

I hereby certify that the foregoing information is correct and complete to the best of my knowledge. Falsification of information may result in immediate dismissal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**APPLICATION WILL NOT BE CONSIDERED UNLESS IT IS SIGNED, DATED AND ALL INFORMATION IS PROVIDED.**

**SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER Personnel Department  
Authorization to Acquire Information from References**

It is the policy of the Southern California Regional Occupational Center ("Center") to conduct background checks for all candidates for employment. This background investigation will be conducted so that the Center can verify it will be employing an individual who is not only capable of carrying out the essential functions of this position, but an individual who has proven him/herself capable of working with young persons and with a minimum of direct supervision.

Reference checking is generally conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment. Occasionally, the Center conducts reference checks prior to inviting candidates to participate in an interview.

Your signature below indicates your agreement with and acknowledgement of the following:

As an applicant for an employment position with the Southern California Regional Occupational Center, I authorize my current and past employers and work associates, including, but not limited to, supervisors, colleagues and subordinates to release to the Southern California Regional Occupational Center any reference information in my personnel records or file (including but not limited to applications for employment, sick leave records, performance evaluations), academic records (including but not limited to transcripts, certificates, credentials), work-related credit and financial records, information related to my work-related personal characteristics (including but not limited to my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, job related physical ability and reputation among co-workers) and all work-related information about me which may otherwise be of a privileged or derogative nature (including but limited to employment information, official employment documents and employment performance data).

I expressly and without reservation waive my right to review the information collected in the background check.

The Center will honor my right to privacy and maintain reference information in strictest confidence and solely for the purposes of evaluating my qualifications for the position. Informational obtained during the background check will not be provided to anyone outside the selection process.

A photocopy of this signed authorization is to be considered as valid as an original.

*In executing this authorization, I fully and completely release and hold harmless all present and past employers and their officers, agents, assigns and employees, the Center and its officers, agents, assigns and employees and all other persons and entities from liability for any damage, including, to the full extent allowed by law, liability under the State and Federal Constitutions, California Civil Code Sections 45 and 46 and California Labor Code Section 1054 or any similar laws of other states or political entities, which may result from furnishing information which I am permitting to be release by way of this authorization.*

*I have carefully read and understand all of the provisions of this authorization and have voluntarily and without coercion or duress agreed to and signed this authorization. I have received a copy of this authorization and understand that I may revoke it at any time by delivery of written notice to the Center.*

*This Release expires in 120 days from the date of signature.*

Candidate's Full Name (Print) \_\_\_\_\_

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Other Last Names You Have Used (if any) \_\_\_\_\_