

Employment Application

This application is exclusively designed:

- ✓ to serve and assess applicants exclusively in the State of California;
- ✓ to measure an applicant's qualifications solely on the basis of skills, knowledge, and abilities (SKAs); and
- ✓ to eliminate all potential forms of illegal applicant discrimination.



*"Thank you for making application with us today!
Please provide us with the following information."*

SECTION A: APPLICANT INFORMATION

Last Name

First Name

Middle

Street Address (Please do not use a P.O. Box Address)

Apt. Number

City

State

Zip Code

Main Contact Number

Cellular or Other Phone

Email Address

APPLICANT INFORMATION - OTHER

- 1) Indicate position applying for: _____
- 2) Hourly pay or salary desired: \$ _____, per _____ (i.e., month, week, etc.)
- 3) Date able to start? _____
- 4) Have you worked for us before? Yes No If yes, when? _____
If yes, please state other name, if used? _____ (Not maiden name.)

SECTION B: GENERAL INFORMATION

- 1) Are you able to perform all the essential functions of the job with or without reasonable accommodation?
 Yes No Need more information about the job's "essential functions" to respond.
 If no, please explain (do not describe any disability or impairment): _____

- 2) Are you eighteen years of age or older? Yes No
 (If no, you may be required to provide appropriate authorization to work.)
- 3) In your opinion, are you presently legally authorized to work in the United States? Yes No
 (As a condition of employment, you will be required to verify employment eligibility by filling out a Federal Form I-9.)
- 4) Are you presently employed? Yes No
 If yes, may we contact your employer? Yes No
- 5) Are you available to work (check all that applies): Days Nights Weekends Full-Time Part-Time
 Based on your availability, please indicate the days and hours you're available? _____

- 6) If required, can you work overtime, including weekends? Yes No



"Please provide us with your educational history. Begin with your highest level of education. Please, do not indicate years of attendance or graduation dates."

SECTION C: EDUCATION & SKILLS BACKGROUND

University / College / School	Degree, Diploma, Certificate, Certification, or Credential	Emphasis / Concentration

Do you have any unique skills, experience, or training (including vocational training in the military) that would enhance your ability to perform the position applied for? If yes, please explain.



"Please provide three (3) persons and phone numbers you have known for at least one (1) year. Do not list relatives."

SECTION E: REFERENCES

Name	Telephone	Type of Association



"Please be sure to read all conditions outlined below before signing this application. Your applicant is not complete without your signature."

SECTION F: CONDITIONS

I (applicant) acknowledge the following conditions:

1. If offered employment, you have the right to terminate your employment at any time, with or without reason and with or without notice; this employer also has the right to terminate your employment at any time, with or without reason and with or without notice.
2. All the information provided in this employment application is true to the best of my knowledge. I understand that any false statement or misrepresentation on this application may be grounds for disqualifying me as an applicant for employment.
3. I understand that no representative of this employer has the authority to enter into any agreement for employment for any specified period of time, unless it is presented in writing and signed by an employer representative authorized to enter into such an agreement.
4. If offered employment, I authorize and understand that my employment may be contingent on the completion of employment reference, work history, criminal, and educational background checks by this employer and I release this employer from all liability for any information released or damage that may result from the use of such information.
5. If offered employment, I understand that I will be required to fulfill the essential functions of the job I'm making application for and any other job functions as assigned by the employer with or without reasonable accommodation.
6. If offered employment, I authorize the employer to conduct any job related physical examination and/or testing for illegal drug use.
7. If offered employment, I understand that I will be required to complete a Form I-9, Employment Eligibility Verification, and that I must provide appropriate documentation as mandated by the U.S. Department of Homeland Security.

Applicant Signature:

Date:

User Information: This employment application is to be used by the interviewing organization exclusively in the State of California. The Human Resources Consortium, Inc. has gone to great lengths to make sure our information is accurate and in accordance with employment standards with the State of California, with your purchase and/or use of this employment application, you agree to assume all of the risks and responsibilities in any way associated with your use of this employment application. Further, you release the Human Resources Consortium, Inc. (and its board of directors, officers, employees, and agents) from any and all liability, claims or actions that may arise from injury or harm to yourself, your dependent(s) or damage to your property, in connection with the use of this employment application. I recognize that this Release means I am giving up, among other things, the right to sue the Human Resource Consortium, Inc., its board of directors, officers, employees, or agents for injuries, damage, or losses you or your dependent(s) may incur through the use of this employment application. I also understand this Release binds your heirs, executors, administrators, and assigns, as well as yourself and your dependent(s). I attest I have read and understand this disclaimer and agree to adhere to the terms.