



Application for Employment

2617 W. 5th St., Santa Ana, Ca 92703

Program services and employment are equally available to everyone. Please inform the HR Department if you require reasonable accommodation for the application or interview. This is not an employment contract, and that filling it out does not guarantee an applicant will be hired.

Personal Information: Date: _____ Position applied for: _____

Name: _____
Last _____ First _____ Middle _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell/Other: _____ Email: _____

Drivers License: _____ State: _____ Social Security: _____

Type of employment desired: Full Time Part Time Temporary Date available to work: _____

Specify days and hours if part-time: _____

Who referred you to this organization? _____

Are you a citizen of the U.S.A.? Yes No If not are you legally allowed to work in the U.S.A.? Yes No

Do you have reliable transportation? Yes No If no, explain: _____

If you are under 18 and we require a work permit, can you furnish one? Yes No

If no, please explain: _____

Have you ever worked for this organization before? Yes No If yes, when? _____

Have you ever pled "guilty" "no contest" or been convicted of a felony? Yes No

If yes, give dates & details: _____

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

Are there any other experiences, skills or qualifications, which you feel would especially fit you for work with our organization?

EMPLOYMENT HISTORY**Resumes may be attached, but are not a substitute for the application**

List past three (3) employers. Provide as much detail as possible. Start with your present or latest employer.

Employer #1 From: Mo ____ Yr. ____ **To:** Mo ____ Yr. ____ **Full Time?** **Part Time?**

Your Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Employer/Company: _____

Address: _____ Phone: _____

Supervisor/Title: _____ Reason for leaving: _____

Employer #2 From: Mo ____ Yr. ____ **To:** Mo ____ Yr. ____ **Full Time?** **Part Time?**

Your Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Employer/Company: _____

Address: _____ Phone: _____

Supervisor/Title: _____ Reason for leaving: _____

Employer #3 From: Mo ____ Yr. ____ **To:** Mo ____ Yr. ____ **Full Time?** **Part Time?**

Your Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Employer/Company: _____

Address: _____ Phone: _____

Supervisor/Title: _____ Reason for leaving: _____

Indicate by employer number, employers whom you do not wish us to contact: _____

I hereby certify that all statements made in this application are true and complete. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision.

I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharged. Employment with TCCDC is a mutual consent of both you and TCCDC. This means that either you or TCCDC may terminate the employment relationship at any time for any reason not expressly prohibited by law. This is called "employment-at-will".

Signature: _____ Date: _____

Print name: _____

EDUCATION

School	Name/City and State	Last grade completed	List Diploma or Degree
Elementary			
High School			
College			
Trade School			

REFERENCES

List three references (other than relatives) who have first-hand knowledge of you and your work.

Name: _____ Relation to applicant: _____

Address/City/State/Zip: _____

Phone: _____ Organization: _____

Name: _____ Relation to applicant: _____

Address/City/State/Zip: _____

Phone: _____ Organization: _____

Name: _____ Relation to applicant: _____

Address/City/State/Zip: _____

Phone: _____ Organization: _____

Office Use Only

Date of Interview: _____ Score: _____ High Medium Low

Interviewer(s) Signature(s): (1) _____

(2) _____