



# Application for Employment

2617 W. 5<sup>th</sup> 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?

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**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) \_\_\_\_\_