
Instructions

Use this form for new applicants. The long form includes space for more detailed information and employment history, and all other necessary sections. This application is for use in California. Employers with operations in multi-states should review the specific requirements of those states.

Optional Language

The application contains two different options for employers to use depending on their specific business needs.

Public Records Searches

Page 8 of the employment application contains an optional paragraph relating to public records searches. If you do not conduct internal public record searches as part of your background check of job candidates, you do not need to include this paragraph on the job application. If you do conduct such internal searches for purposes of obtaining factual job-related information for the specific position being applied for, you must include this paragraph.

Information obtained during public records searches can only be used to the extent allowed by law including restrictions on the [use of criminal history information](#). For more information, visit HRCalifornia's [Background Checks and Testing](#) page.

Criminal History Information

Page 9 of the employment application contains optional language that you can use to obtain criminal conviction information. Employers can seek certain specified criminal conviction information when they can show that the information requested is specifically job related for the position the applicant is seeking and consistent with business necessity. There are restrictions on the type of information that can be obtained. For more information, visit HRCalifornia's [Obtaining Criminal History](#) page.

State and local agencies are generally prohibited from asking applicants about criminal convictions, unless required by law. **Local ordinances, such as San Francisco's Fair Chance Ordinance, may also limit the ability to obtain criminal history information.**

▲ Click above to insert your company logo

An Equal Opportunity Employer

Please Print

Date Last Name First Name Middle

Present Address

No. & Street City State Zip Code

Permanent Address (if different from present address)

No. & Street City State Zip Code

Business Phone Home Phone

Employment Desired

Position applying for: _____

Are you applying for:

- Regular full-time work?..... Yes No
- Regular part-time work?..... Yes No
- Temporary work, e.g., summer or holiday work?..... Yes No

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available for work on weekends?..... Yes No

Would you be available to work overtime, if necessary?..... Yes No

If hired, what date can you start work? _____

Salary desired: _____

Personal Information

How did you hear about our company and this job opening? _____

Have you ever applied to or worked for _____ before? Yes No

If yes, when? _____

Why are you applying for work at _____ ?

If hired, would you have a reliable means of transportation to and from work?..... Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

Education, Training, and Experience

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____	Zip Code _____	
College/ University	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____	Zip Code _____	
Vocational/ Business	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____	Zip Code _____	
Health Care Training	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____	Zip Code _____	

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at _____? Yes No

If so, please explain:

Answer the following questions if you are applying for a professional position:

Are you licensed/certified for the job applied for?..... Yes No

Name of license/certification: _____ Issuing state: _____

License/certification number: _____

Has your license/certification ever been revoked or suspended?..... Yes No

If yes, state reason(s), date of revocation or suspension, and date of reinstatement.

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Name of Employer

Phone Number

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip Code

Dates of Employment: _____
From To

Hourly Rate

Annual Salary Starting Ending

Your Position and Duties

Reason for Leaving

Current employer?..... Yes No

May we contact this employer for a reference?..... Yes No

Name of Employer

Phone Number

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip Code

Dates of Employment: _____
From To

Hourly Rate

Annual Salary Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... Yes No

Employment History, continued_____
Name of Employer_____
Phone Number_____
Type of Business_____
Your Supervisor's Name_____
Address & Street_____
City_____
State_____
Zip Code**Dates of Employment:**_____
From_____
To Hourly Rate Annual Salary_____
Starting_____
Ending_____
Your Position and Duties_____
Reason for LeavingMay we contact this employer for a reference?..... Yes No_____
Name of Employer_____
Phone Number_____
Type of Business_____
Your Supervisor's Name_____
Address & Street_____
City_____
State_____
Zip Code**Dates of Employment:**_____
From_____
To Hourly Rate Annual Salary_____
Starting_____
Ending_____
Your Position and Duties_____
Reason for LeavingMay we contact this employer for a reference?..... Yes No_____
Name of Employer_____
Phone Number_____
Type of Business_____
Your Supervisor's Name_____
Address & Street_____
City_____
State_____
Zip Code**Dates of Employment:**_____
From_____
To Hourly Rate Annual Salary_____
Starting_____
Ending_____
Your Position and Duties_____
Reason for LeavingMay we contact this employer for a reference?..... Yes No

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

_____	_____	_____
First Name	Last Name	Phone Number
_____		_____
Address & Street	City	State Zip Code
_____	_____	
Occupation	No. of Years Acquainted	
_____	_____	_____
First Name	Last Name	Phone Number
_____		_____
Address & Street	City	State Zip Code
_____	_____	
Occupation	No. of Years Acquainted	
_____	_____	_____
First Name	Last Name	Phone Number
_____		_____
Address & Street	City	State Zip Code
_____	_____	
Occupation	No. of Years Acquainted	

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 _____ to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I 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.

Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date

Applicant's Signature

Optional

Initials

Should a search of public records be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. "Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." (Civil Code section 1786.53) Any public records request conducted by internal personnel employed by the Company will only be used to the extent allowed by federal, state, or local law.

I waive receipt of a copy of any public record described in the paragraph above.

Date

Applicant's Signature

Optional

The information requested below is necessary for the specific position for which you are applying. A "yes" answer will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.

Any information regarding criminal history will be maintained confidentially.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

(Please do not list misdemeanor convictions for marijuana-related offenses that are more than two years old and convictions that have been judicially dismissed, expunged or ordered sealed pursuant to law.) Yes No

If yes, state nature of the crime(s), when and where convicted, disposition of the case and any additional information you believe may be relevant.

Date

Applicant's Signature