



## Employment Application

Application Date: \_\_\_\_\_

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### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Primary): \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you previously worked for or applied with this company? ☐ Yes ☐ No

If yes, list dates and location (optional): \_\_\_\_\_

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### POSITION INFORMATION

Position(s) Applied For: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_

Availability (days/times): \_\_\_\_\_

Employment Type: ☐ Full-Time ☐ Part-Time ☐ Year-Round ☐ Temporary ☐ Seasonal

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### LEGAL EMPLOYMENT ELIGIBILITY (CALIFORNIA & FEDERAL COMPLIANCE)

If given a conditional offer of employment, can you:

- Provide proof that you are legally eligible to work in this position? ☐ Yes ☐ No
- Provide proof of authorization to work in the United States? ☐ Yes ☐ No

*Note: Proof of age and work authorization will be requested only after a conditional offer, in compliance with federal and California law.*

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### REASONABLE ACCOMMODATION

Are there any reasonable accommodations you may need to perform the essential functions of the job?

☐ Yes ☐ No

If yes, please describe (optional): \_\_\_\_\_

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### EDUCATION (Job-Related Credentials Only)

*Please list only education, training, or credentials that are job-related or required for the position. Do not include dates unless required*

High School Name & Location (if job-related or required):



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Did you graduate? ☐ Yes ☐ No ☐ GED

College / University (optional; job-related only):

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Degree, Certification, or Relevant Coursework (optional):

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Other Job-Related Training, Certifications, or Licenses:

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### SKILLS & QUALIFICATIONS

Summarize relevant skills, experience, training, or qualifications related to the position:

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### EMPLOYMENT HISTORY

*(List most recent employer first. Do not include information protected by law.)*

Employer #1

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ City/State: \_\_\_\_\_

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

Primary Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? ☐ Yes ☐ No

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Employer #2

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ City/State: \_\_\_\_\_

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

Primary Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? ☐ Yes ☐ No

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#### UNEXPLAINED EMPLOYMENT GAPS (Optional)

*You may, if you wish, explain any gaps in employment. Gaps may include lawful reasons such as education, caregiving, military service, medical leave, or other personal reasons. Please do not include information related to protected characteristics or any information not relevant to your ability to perform the job.*

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#### ADDITIONAL DISCLOSURES (CALIFORNIA COMPLIANT)

- This application does not ask about criminal history. Such information, if applicable, will only be requested after a conditional offer, in compliance with California Fair Chance Act.
  - Pre-employment drug testing, background checks, or driving record checks may be required only after a conditional offer, where job-related and permitted by law.
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#### APPLICANT ACKNOWLEDGMENTS (PLEASE INITIAL)

\_\_\_\_\_ I certify that all information provided is true and complete to the best of my knowledge. I understand that falsification or omission may result in disqualification or termination.

\_\_\_\_\_ I understand this application does not constitute a contract of employment. If hired, employment is at-will to the extent permitted by applicable law, meaning either I or the Company may terminate employment at any time, with or without cause or notice, consistent with California law.

\_\_\_\_\_ I authorize the Company to verify employment history and job-related information after a conditional offer, where applicable.

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Equal Employment Opportunity Employer

We are an equal opportunity employer and comply with all applicable federal, state, and local laws, including California employment regulations. This application will be used only for lawful, job-related purposes.

#### Non-Discrimination Statement

The Company does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, medical condition, genetic information, marital status, military or veteran status, citizenship status, or any other status protected by applicable federal, state, or local law.

#### Applicant Privacy Notice

The Company collects and uses applicant personal information solely for lawful, job-related purposes, including evaluating qualifications, communicating with applicants, and complying with applicable employment and legal requirements.

Personal information will be handled in accordance with applicable privacy laws, including the California Consumer Privacy Act (CCPA), where applicable. Information will not be sold or shared except as permitted or required by law. Access to applicant information is limited to those with a legitimate business need.

Applicants may have rights under applicable law regarding their personal information, including the right to request access or correction, subject to legal limitations.

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*This application is designed to comply with California employment laws including FEHA, Fair Chance Act, CCPA considerations, and federal EEOC guidelines.*