



Human Resources Council, Inc. Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question of this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Please print legibly. Use black or blue ink only.

Position applied for _____ **When will you be available for work?** _____

Name:			
Last	First	Middle Initial	
Address (residence)			
Number/Street	City	State	Zip code
Address (mailing)			
Number/Street /P.O. Box	City	State	Zip code
Home Phone:		Message Phone:	

Have you ever been employed by the Human Resources Council, Inc.? _____ Yes _____ No

If yes, when? _____

Are you at least 18 years old? _____ Yes _____ No

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

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) _____ Yes _____ No

If yes, state nature of crime(s), when and where and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.)

How were you referred to the Human Resources Council ? _____

Education & Training

Check appropriate box if you possess one of the following:

High School Diploma GED Certificate California High School Proficiency Certificate

College, business/trade schools, special education: Name and Location	Course of study/major	Units Completed	Date Degree/ Certificate awarded	Type Degree/ Certificate

Other Skills and Qualifications

Summarize any job related training, skills, licenses, certificates and/or qualifications (include First Aid and CPR training):

Employment History

List your work record for the past 10 years, beginning with your most current experience. Include any volunteer and U.S. military service. Describe the work you did as completely as possible. Explain any gaps between employment periods. If more space is needed, use a separate sheet and attach.

Dates _____to_____	Employer	Title of Position	# Employees supervised
Hours per week	Address City State/Zip	Name of Supervisor	Supervisor's Phone Number
Salary: \$	Duties:		
Reason for leaving:			
			May we contact for reference?
Dates _____to_____	Employer	Title of Position	# Employees supervised
Hours per week	Address City State/Zip	Name of Supervisor	Supervisor's Phone Number
Salary: \$	Duties:		
Reason for leaving:			
			May we contact for reference?
Dates _____to_____	Employer	Title of Position	# Employees supervised
Hours per week	Address City State/Zip	Name of Supervisor	Supervisor's Phone Number
Salary: \$	Duties:		
Reason for leaving:			
			May we contact for reference?

Please read carefully, initial each paragraph and sign below:

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances of 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 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.

_____ I hereby authorize the Human Resources Council, Inc. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. In addition, I hereby release the Human Resources Council, Inc., my former employers and all other person, 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.

_____ I understand that nothing contained in this application, or conveyed during an interview, which may be granted, or during my employment, if hired is intended to create an employment contract between the Human Resources Council, Inc. and me. In addition, I understand that if I am employed, my employment is at will and for no definite or determinable period. It may be terminated at any time, with or without prior notice, with or without cause at the option of the Human Resources Council, Inc or myself. and that no promises or presentation contrary to the foregoing are binding on the Human Resources Council, Inc. unless made in writing and signed by the Human Resources Council, Inc.'s designated representative.

Applicant Signature

Date

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San Andreas, Ca 95249
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