

# Foothill Vocational Opportunities, Inc.

## Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

***(Please Print)***

Position(s) Applied for:		Date of Application:	
How Did You Learn about Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other	
Last Name	First Name	Middle Name	
Address Number	Street	City	State      Zip Code
Telephone Number (s)		Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes    No

Have you ever filed an application with us before?  Yes    No  
 If Yes, give date: \_\_\_\_\_

Have you been employed by us before?  Yes    No  
 If Yes, give date: \_\_\_\_\_

Are you currently employed?  Yes    No

May we contact your present employer?  Yes    No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment).  Yes    No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Shift Work	<input type="checkbox"/> Temporary
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Are you currently on "lay-off" status & subject to recall?  Yes    No

Can you travel if a job requires it?  Yes    No

Have you been convicted of a misdemeanor or felony?  Yes    No  
 Conviction will not necessarily disqualify an applicant from employment

If Yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

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# Education

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary School				
High School				
Undergraduate College				
Graduate / Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.


Describe any job-related training received in the United States military.


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## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly / Salary starting      Final		
Job Title:	Supervisor:			
Reason for Leaving:				

Employer		Dates Employed		Work Performed
		From	To	
Address				
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Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly / Salary starting      Final		
Job Title:	Supervisor:			
Reason for Leaving:				

If you need additional space, please continue on a separate sheet of paper.

<p>List professional, trade, business, or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.</p>

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I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

All employment at Foothill is contingent upon approval of a criminal background check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**For Personnel Use Only**

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Dept. \_\_\_\_\_

By \_\_\_\_\_  
Name and Title \_\_\_\_\_ Date \_\_\_\_\_

Notes \_\_\_\_\_

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**FOOTHILL VOCATIONAL OPPORTUNITIES, INC.**  
Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. **Please note:** YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

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

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

(Please Print)

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

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

City: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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Position Applying for: \_\_\_\_\_

Check One:                      Male: \_\_\_\_\_                      Female: \_\_\_\_\_

Check One:                      White: \_\_\_\_\_                      Black: \_\_\_\_\_

American Indian: \_\_\_\_\_                      Hispanic: \_\_\_\_\_

Asian Pacific Islander: \_\_\_\_\_                      Other: \_\_\_\_\_

Vietnam Era Veteran: \_\_\_\_\_                      Disabled Veteran: \_\_\_\_\_

Handicapped: \_\_\_\_\_

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