

APPLICATION FOR EMPLOYMENT

We are pleased that you are seeking employment with El Centro Del Barrio (the "Center"). We are an equal opportunity employer. We do not discriminate in employment on the basis of race, color, national origin, sex, age, religion, disability, or any other basis prohibited by federal, state, or local law. Individuals with disabilities will be provided reasonable accommodations where necessary for the application process or the performance of essential job duties.

In order for you to be considered for employment, this application must be filled out in its entirety. Resumes are welcomed, but should not be submitted in lieu of any information requested below. Please attach additional pages, if necessary

Date _____ Position(s) Desired _____

Name _____ Soc. Sec# _____

Address _____ City _____ State _____ Zip _____

Home Ph _____ Work Ph _____ May we call you at work? Yes _____ No _____

Type of employment desired? Full time _____ Part-time _____ Temporary _____ Salary/Wages Desired _____

Date available for employment _____

If required by position, can you work weekends? Yes _____ No _____ Shift hrs? Yes _____ No _____

Are there any limitations on your working hours? Yes _____ No _____ If yes, please explain _____

Are you able to meet the attendance requirements of the position? Yes _____ No _____ Comments _____

Have you ever been employed here before? Yes _____ No _____ If yes, give dates _____

Have you filed an application here before? Yes _____ No _____ If yes, when _____

Do you have relatives working here? Yes _____ No _____ If yes, name & relation _____

Are you legally authorized to work in this country? Yes _____ No _____ Comments _____
(Documents establishing eligibility & authorization will be required upon employment)

How Did You Learn About Us? _____

Are you currently employed? Yes _____ No _____ If yes, may we contact your present employer? Yes _____ No _____

Are you currently on lay-off status & subject to recall? Yes _____ No _____ Comments _____

U.S. Military service? Yes _____ No _____ Yrs. of Service _____ Branch _____ Rank _____

Are you currently in the Reserves? Yes _____ No _____ Type of Discharge from Active Duty _____

Skills acquired _____

Have you ever been convicted or sentenced to deferred adjudication for a criminal offense? No _____ Yes _____ If Yes,

Please explain _____

(provide date & type of offense. Convictions will not necessarily exclude you from employment, but will be reviewed in light of circumstances, including dates, age and nature of violation)

EDUCATIONAL BACKGROUND:

Institution	Name of Institution (if out-of-town, list city)	Did you Graduate?	Hrs. or Yrs. Completed	Degree or Diploma Received	Major/Field of Study
High School		Yes _____ No _____			
College		Yes _____ No _____			
University		Yes _____ No _____			
Technical/ Vocational		Yes _____ No _____			

List any special qualifications, licenses, or certifications you have (include honors) _____

List all office machines such as typewriters and computers that you can operate (if applicable to the job) _____

List all professional, trade, or business associations and offices held. (exclude memberships which will reveal sex, race, religion, national origin, age, color, disability or other protected status.) _____

Do you have another job that you would expect to keep while employed here? No _____ Yes _____, If yes, please explain _____

Please list any other businesses or companies in which you are involved with or have a financial interest _____

List languages other than English in which you are fluent (only if job related): _____

REFERENCES:

List three business/professional or school instructors who are not related to you and who can discuss your work history and job performance. You may include previous employers you want us to contact.

Name & Title	Company Name	Home or Work Number	Years Known

Have you ever been discharged or asked to resign from any position? _____ If yes, explain where, when and why. _____

Have you ever been suspended or placed on probation by an employer for attendance, job performance or conduct?
No _____ Yes _____ if yes, explain _____

Comments: _____

EMPLOYMENT HISTORY:

Starting with your most recent job, you must list all employers for at least the past ten years.

From:	To:	Company Name & Address	Phone #:
Job Title:	Supervisor's Name:	Final Salary:	Reason for Leaving:

List main work duties:

From:	To:	Company Name & Address:	Phone #:
Job Title:	Supervisor's Name:	Final Salary:	Reason for Leaving:

List main work duties:

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Job Title:	Supervisor's Name	Final Salary	Reason for Leaving

List main work duties:

ACKNOWLEDGEMENT-READ CAREFULLY

I certify that the facts set forth above in my application and any resume I have submitted are true and correct. I understand that any false statements, misrepresentations, or omissions on this application, my resume, or any other Center document shall be considered a sufficient basis for rejection of my application and for dismissal if hired, regardless of when discovered. In the event of my employment with the Center, I agree to confirm to the rules and regulations of the Center and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the Center at any time, at the Center's option and without prior notice to me. I understand that this application will be given every consideration, but its receipt does not imply that I will be employed. I also understand that if I am employed, *my employment will be at-will*, meaning that employment may be terminated by me or the company for any or no reason, with or without cause, at any time. I further understand that nothing in this application representation, whether written or oral, past or present, which is contrary to my right and the Center's right to an at-will employment relationship is void and unenforceable and should not be relied upon in the absence of a written contract of employment signed by the Chief Executive Officer of the Center.

I hereby authorize the Center to conduct any investigation it deems necessary regarding my application. I also hereby authorize the Center to gather and to release information about me, together with their opinion on these matters, without any liability for any damage whatsoever caused either directly or indirectly by giving or receiving such information or opinions. I authorize any former employer, present employer, schools, colleges and universities, personal references and/or any other person or persons, to disclose to the company any information or opinions they may have concerning my character, my employment record, or me. I hereby unconditionally release the Center, any former employers, their agents and employees, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure, including liability arising from negligence.

I understand that the Center may, in the course of its investigation of my application, obtain an investigative consumer report on me, as defined in the Fair Credit reporting Act, and I understand that such report may include information as to my character, general reputation, personal characteristics, working skills and abilities, and mode of living. I understand that the Center is required to furnish to me upon proper request and within a reasonable time, according to the law, the nature and scope of the investigation (This application will not be considered unless signed).

Signature of Applicant

Date

Interviewer's
Notes: _____

VOLUNTARY AFFIRMATIVE ACTION INFORMATION

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

Date: _____

Position(s) applying for: _____

Referral Source:

Newspaper: _____ Employee: _____ Relative _____ Walk-in _____ School _____

Employment Agency _____ Friends _____ Internet: _____

Applicant's Name: _____
Last First Middle

Address: _____
Street City State Zip code

Date of Birth: _____ Phone #: _____

As required, we comply with government regulations including Affirmative Acton obligations where they apply.

In an effort to comply with requirements regarding government record-keeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that your survey is not a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

Please check one: Male _____ Female _____

Check one of the following race/ethnic group:

Hispanic _____ Black _____ White _____ American Indian/Alaskan native _____

Asian/Pacific Islander _____

Check if any of the following applicable:

Disabled Veteran _____ Vietnam-era Veteran _____ Disabled Individual _____