



APPLICATION FOR EMPLOYMENT

Personal Information

LAST NAME	FIRST NAME	MIDDLE INITIAL	TELEPHONE
CURRENT ADDRESS		CITY	STATE ZIP
EMAIL ADDRESS	POSITION APPLYING FOR	ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? ___ YES ___ NO	
INDICATE LANGUAGES YOU MAY	SPEAK	WRITE	READ
ARE YOU LESS THAN 18 YEARS OF AGE? ___ YES ___ NO		DO YOU HAVE A VALID DRIVER'S LICENSE? ___ YES ___ NO	
DRIVER'S LICENSE NUMBER		STATE	EXPIRATION DATE
CAN YOU PERFORM ESSENTIAL FUNCTIONS OF THE POSITION YOU ARE APPLYING FOR WITH OR WITHOUT REASONABLE ACCOMODATIONS? ___ YES ___ NO			
ARE YOU CURRENTLY EMPLOYED?		COMMENTS:	

Education

SCHOOL	MAJOR	DEGREES AND/OR DIPLOMAS
1.		
2.		
3.		
4.		
OTHER CERTIFICATES OR LICENSES		
ARE YOU CURRENTLY ATTENDING SCHOOL OR TAKING ANY COURSES? ___ YES ___ NO. IF YES, WHERE AND WHEN?		

Emergency Information

NAME OF EMERGENCY CONTACT	RELATIONSHIP	TELEPHONE	
CURRENT ADDRESS	CITY	STATE	ZIP

Previous Employment (list most recent first)

COMPANY	POSITION(S) HELD	DATES EMPLOYED	REASON FOR LEAVING
1.		START: END:	
DESCRIPTION OF DUTIES			
2.		START: END:	
DESCRIPTION OF DUTIES			
3.		START: END:	
DESCRIPTION OF DUTIES			
4.		START: END:	
DESCRIPTION OF DUTIES			

References

LIST THREE PROFESSIONAL REFERENCES (MAY BE CONTACTED)	TELEPHONE	RELATIONSHIP/OCCUPATION
1.		
2.		
3.		

Availability

ARE YOU INTERESTED IN ___ PART TIME OR ___ FULL TIME? COMMENTS:				
<u>MINIMUM</u> HOURS INTERESTED IN WORKING _____ TO _____		<u>MAXIMUM</u> HOURS INTERESTED IN WORKING _____ TO _____		
WHAT ARE THE DAYS AND TIMES YOU ARE AVAILABLE TO WORK? PLEASE PROVIDE HOURS. (California Spectrum Services' operating hours are from 8:00am to 8:00pm-hours may vary from client to client and during summer or academic school year)				
MONDAY	___ YES ___ NO	_____ to _____	_____ to _____	AVAILABLE ALL DAY/VERY FLEXIBLE
TUESDAY	___ YES ___ NO	_____ to _____	_____ to _____	AVAILABLE ALL DAY/VERY FLEXIBLE
WEDNESDAY	___ YES ___ NO	_____ to _____	_____ to _____	AVAILABLE ALL DAY/VERY FLEXIBLE
THURSDAY	___ YES ___ NO	_____ to _____	_____ to _____	AVAILABLE ALL DAY/VERY FLEXIBLE
FRIDAY	___ YES ___ NO	_____ to _____	_____ to _____	AVAILABLE ALL DAY/VERY FLEXIBLE
SATURDAY	___ YES ___ NO	_____ to _____	_____ to _____	AVAILABLE ALL DAY/VERY FLEXIBLE

Acknowledgement

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above. I understand that my employment with California Spectrum Services does not constitute any form of contract and such employment will be terminated as at-will upon notice of one party to the other. My continued employment is based on satisfactory performance and adherence to company policy and the continued need for my services as determined by this organization.

I acknowledge that I have read and understand all of the above statements.

Signature

Date