



APPLICATION FOR EMPLOYMENT

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

(PLEASE PRINT)

Date of Application _____

Position Applied For _____

Name: _____
Last First Middle

Address: _____
City State Zip Code

Home Telephone: _____ Work Telephone _____

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 the nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of 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 positions(s) applied for may, however, be considered.)

*Do you have reliable transportation to work? Yes No

If no, what functional limitations do you have? _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility tests.)

EDUCATION

EDUCATION	NAME AND LOCATION OF SCHOOL	Number of Years Attended	Major	Date Diploma/Degree Obtained
High School				xxxxxxx
College/Univ.				
College/Univ.				
Other Training/ Education				

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related assignments and volunteer activities. Exclude organizations which indicate race, age, religion, sex, national origin, military service, disability or other protected status. Please fully complete all sections and **DO NOT** state "see resume."

Employer	Telephone Number	Work Performed
Address	Dates From/To	
Job Title	Hourly Rate or Monthly Salary	
Name of Supervisor		
Reason for Leaving this Job:		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Telephone Number	Work Performed
Address	Dates From/To	
Job Title	Hourly Rate or Monthly Salary	
Name of Supervisor		
Reason for Leaving this Job:		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Telephone Number	Work Performed
Address	Dates From/To	
Job Title	Hourly Rate or Monthly Salary	
Name of Supervisor		
Reason for Leaving this Job:		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Telephone Number	Work Performed
Address	Dates From/To	
Job Title	Hourly Rate or Monthly Salary	
Name of Supervisor		
Reason for Leaving this Job:		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Telephone Number	Work Performed
Address	Dates From/To	
Job Title	Hourly Rate or Monthly Salary	
Name of Supervisor		
Reason for Leaving this Job:		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please describe experience in the following areas:

Computer hardware type(s) _____

Computer software type(s) _____

Other office equipment _____

Typing speed: _____ (words per minute)

Please describe any job-related licenses, certifications, skills or abilities you possess, including fluency in non-English languages, which you feel are relevant to the position for which you are applying

REFERENCES

Give name, address and telephone number of three references who have knowledge of your *work performance* and who are not related to you.

1. Name: _____ Title: _____
Company Name: _____ Phone No.: _____
Work relationship to you (supervisor, peer, etc.): _____
of years known _____

2. Name: _____ Title: _____
Company Name: _____ Phone No.: _____
Work relationship to you (supervisor, peer, etc.): _____
of years known _____

3. Name: _____ Title: _____
Company Name: _____ Phone No.: _____
Work relationship to you (supervisor, peer, etc.): _____
of years known _____

How did you find out about the job?

- Referral from current employee. Name _____
- Internet job search
- Newspaper. Name of newspaper _____
- Prior client
- Other _____

PLEASE READ AND INITIAL BY EACH STATEMENT

I certify that I have personally completed this application. _____

I certify that answers given herein are true and complete to the best of my knowledge and I understand that omission or misstatement of material fact on this document or on any document used to secure employment shall be grounds for termination. _____

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

I hereby understand and acknowledge that if offered employment in a position, I will be required to submit adequate verification of my legal right to work in the United States. _____

If hired, I understand and agree as follows: Both LA Works and I have the right to employment at-will. Thus, either I or LA Works may terminate my employment relationship with or without cause or notice at any time. This employment agreement is the entire agreement between LA Works and I. No implied, oral or written agreement, nor any prior or contemporaneous agreements, representations, and understandings contrary to the express language of this agreement are valid unless they are in writing and signed by the Chief Executive Officer. I understand and acknowledge that no other supervisor or representative of LA Works has any authority to make any agreement with me to the contrary. _____

Signature of Applicant

Date

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT AT LA WORKS

