

**Affirmative Action/Equal Opportunity Employer**

**Application for Employment**

**Personal Information** (Please Print)

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
                     Last                      First                      Middle

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell phone ( ) \_\_\_\_\_ email \_\_\_\_\_

Are you at least 18 years of age?  Yes  No Are you currently employed? \_\_\_\_\_ Are you currently in school? \_\_\_\_\_ Position desired \_\_\_\_\_ Date you can begin \_\_\_\_\_

Can you provide authorization for employment in this country?  Yes  No

What other language do you speak? \_\_\_\_\_ Read/Write?  Yes  No

Do you have a **CA driver's license**?  Yes  No Number \_\_\_\_\_ Expires \_\_\_\_\_

Do you have certification in: **First Aid**  Yes  No If yes what is the expiration date? \_\_\_\_\_

**CPR**  Yes  No If yes what is the expiration date: \_\_\_\_\_

If no, would you be willing to be certified at your own expense?  Yes  No

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Education	Name and Location of School	Years Attended	Date of Graduation	Subjects Studied
High School				
College/University				
Trade or Business				

Special training/or skills \_\_\_\_\_

References (Give the name of **2 persons not related to you** and who you have known for at least 1 year).

Name	Address/City/Zip	Phone	Relationship

Employment/or Volunteer History (within the last five years) Do we have your permission to call your previous employer/supervisor? Yes \_\_\_\_ No \_\_\_\_ If no, please explain. \_\_\_\_\_

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Date Month/Year	Name/Address of Employer	Position/Duties	Reason for Leaving
From			
To			
From			
To			
From			
To			

Have you ever been arrested and convicted for crimes involving drugs/or alcohol, child abuse, vandalism, tagging, theft, run-away, violence, or any other crime? If yes, please explain. \_\_\_\_\_

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I will submit to random drug test? \_\_\_\_Yes \_\_\_\_No

**Autobiography** Briefly tell us about yourself, and why you think you would be an asset to Regis House Community Center. (Please continue writing on the reverse side of page 3 or add an extra page if necessary).

I hereby certify that the answers given by me to the questions/statements made, including representations in my resume (if given), are true and correct, without mental reservations of any kind whatsoever. **I also authorize my former employer to give any information they may have regarding my employment history.** If upon investigation, anything contained in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of my employment. **I understand my first 90 days are on a probationary basis, and that during such a period I may be subject to termination at the sole discretion of the company.** Further, in accordance with California Labor Code, I understand that either the employee or the company may terminate the employment relationship at will, with or without demonstrating cause for giving advance notice. I also understand that applicants may be tested for illegal drugs.

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

**Please mail or deliver your completed, signed and dated application to:**

Regis House Community Center  
**Attention: Sister Albertina Morales, SSS**  
2212 W. Beverly Blvd.  
Los Angeles, CA 90057