

Valley Oak Children's Services Employment Application

(Please Print and Fill Out Completely)

Social Security #

Today's Date

Last Name

First Name

Middle

Address:

No. & Street

City, State, Zip

Home Phone

Other Phone

Email Address

Position applying for: _____

Have you ever worked at Valley Oak Children's Services? Yes No

If yes, when and in what position? _____

Do you have friends, relatives working at VOCS or on the Board of Directors? Yes No

If yes, state name(s) and relationship: _____

Name

Relationship

Name

Relationship

If hired, when can you start work? _____

Are you at least 18 years of age? Yes No

If hired, would you have reliable means of transportation to and from work? Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Do you possess a valid California Driver's License? Yes No Number: _____

Please list any other languages you speak fluently other than English. _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicant / employees to perform essential functions.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No

(Convictions for marijuana related offenses that are more than two years old need not be listed.) (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 position(s) applied for may, however, be considered.)

If yes, state nature of crime, when and where convicted and disposition of case.

Employment History

(Please list most recent first and account for all periods of unemployment.)

Name of **Current** Employer _____ Telephone _____

Address & Street _____ City, State, Zip _____

Dates of employment _____ | _____ Hours/Week _____ Pay _____
From To

Position & Duties _____

Reason for leaving _____

May we contact this employer for a reference? Yes No (If no, why?) _____

Name of **Previous** Employer _____ Telephone _____

Address & Street _____ City, State, Zip _____

Dates of employment _____ | _____ Hours/Week _____ Pay _____
From To

Position & Duties _____

Reason for leaving _____

May we contact this employer for a reference? Yes No (If no, why?) _____

Name of **Previous** Employer _____ Telephone _____

Address & Street _____ City, State, Zip _____

Dates of employment _____ | _____ Hours/Week _____ Pay _____
From To

Position & Duties _____

Reason for leaving _____

May we contact this employer for a reference? Yes No (If no, why?) _____

Name of **Previous** Employer _____ Telephone _____

Address & Street _____ City, State, Zip _____

Dates of employment _____ | _____ Hours/Week _____ Pay _____
From To

Position & Duties _____

Reason for leaving _____

May we contact this employer for a reference? Yes No (If no, why?) _____

Education (Please attach transcripts or degree for college course work)

Years completed	Graduation Mo/Yr	Degree Type

High School _____
 Name

 City, State

--	--	--

College _____
 Name

 City, State

Major _____

College _____
 Name

 City, State

--	--	--

Major _____

Currently Enrolled Coursework

 Name of course

 Location

 Name of course

 Location

References

List below three **professional** references you who have knowledge of your work performance within the last three years.

_____ First Name	_____ Last Name	_____ Telephone #
_____ Address		_____ City, State Zip
_____ Title	_____ Nature of Acquaintance	_____ Years Acquainted

_____ First Name	_____ Last Name	_____ Telephone #
_____ Address		_____ City, State Zip
_____ Title	_____ Nature of Acquaintance	_____ Years Acquainted

_____ First Name	_____ Last Name	_____ Telephone #
_____ Address		_____ City, State Zip
_____ Title	_____ Nature of Acquaintance	_____ Years Acquainted

What is your keyboard speed? _____

Please explain your computer experience including software applications.

Why do you want this position?

Do you have any other experience, training, qualifications or skills not already listed in this application which you feel makes you especially suited for this position?

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

VOCS is an equal opportunity employer and will not discriminate in its hiring procedures against any applicant because of race, religion, color, national origin, sex, ancestry, veteran status, sexual preference, age marital status, or disability (including AIDS).

Applicant Signature (Electronic signature implies consent)

Date