



APPLICATION FOR EMPLOYMENT

Conejo Valley Senior Concerns, Inc.

Applicant Information

Applicant name: **Date:**

Position applied for:

Present address:

Telephone: **Email:**

Employment desired: ☐ Full-time ☐ Part-time ☐ Temporary

Salary desired: \$

General Questions

Do you have any objection to working overtime, if necessary? ☐ Yes ☐ No

Have you ever applied to work for us before? ☐ Yes ☐ No

If yes, when, and for what position?

Can you, after employment, submit verification of your legal right to work in the United States? ☐ Yes ☐ No

Are you at least 18 years old? ☐ Yes ☐ No

(If under 18, hire is subject to verification that you are of minimum legal working age.)

May we contact your current employer after a conditional offer of employment? ☐ Yes ☐ No

May we contact your past employer(s)? ☐ Yes ☐ No

How did you learn about this job opening?

Employment History

Please provide information for your past employers, starting with the most recent. You must complete this section even if you are attaching a resume.

Employer:

Position(s) held:

Address:

Telephone #:

Immediate supervisor and title:

Dates employed — from: **to:**

Job summary:

Reason for leaving:

Employer:

Position(s) held:

Address:

Telephone #:

Immediate supervisor and title:

Dates employed — from: **to:**

Job summary:

Reason for leaving:

Employer:

Position(s) held:

Address:

Telephone #:

Immediate supervisor and title:

Dates employed — from: **to:**

Job summary:

Reason for leaving:

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications that make you especially qualified for the position you are seeking.

Educational History

List school name and location, years completed, course of study, and any degrees earned.

High school:

College or university:

College or university:

Technical training:

Other:

References

List three references (not relatives or former supervisors already listed above), with telephone numbers and years known.

1.

2.

3.

Applicant Acknowledgments — Please Read Carefully, Initial Each, and Sign Below

☐ I 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 certify that I have personally completed this application. I understand that any omission or misstatement of material fact shall be grounds for rejection of this application, or for immediate discharge if I am employed, regardless of when discovered.

☐ I authorize Conejo Valley Senior Concerns, Inc. to verify my employment history, education, and the references I have listed, and I authorize those references to disclose relevant information without prior notice to me. I release Conejo Valley Senior Concerns, Inc., its agents, my former employers, and all other persons or entities involved from any claims arising out of such verification, to the extent permitted by law.

☐ I understand that nothing in this application, in any interview, or during my employment is intended to create an employment contract. If hired, my employment is for no definite period and may be terminated at any time, with or without cause or notice, by either myself or Conejo Valley Senior Concerns, Inc. No representation contrary to this is binding on Conejo Valley Senior Concerns, Inc. unless made in writing and signed by an authorized representative.

☐ I understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within the time required by federal law.

☐ I understand that if a position requires driving as an essential function, my continued employment may be contingent on a satisfactory review of my driving record.

☐ I understand that if this position requires a criminal background check and/or a consumer or investigative consumer report, such a check will be conducted only after a conditional offer of employment, and only in compliance with California's Fair Chance Act and other applicable law, including individualized assessment and pre-adverse-action notice procedures. I understand I will receive a separate disclosure and authorization form specific to any such background check before it is conducted, and that I am not required to sign this application to be considered for this separate process.

☐ I acknowledge that I have received, or been given the opportunity to receive, Senior Concerns' Applicant Privacy Notice describing how my personal information is collected and used during the hiring process.

Senior Concerns provides reasonable accommodations to qualified applicants with disabilities throughout the application and hiring process. If you need an accommodation, please contact Human Resources at (805) 497-0189.

Applicant's signature:

Date:

Conejo Valley Senior Concerns, Inc. is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used to limit or exclude any applicant from consideration on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons.