

**APPLICATION FOR EMPLOYMENT**

*Please Print*

Please fill out this application to the best of your ability. Bay Area Rehabilitation Center is an equal opportunity employer. The Center does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, or any other status or condition protected by applicable federal or state laws.

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

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

Phone # \_\_\_\_\_ Mobile/Pager/Other # \_\_\_\_\_ E-mail \_\_\_\_\_

Referred by \_\_\_\_\_

Date available for work \_\_\_\_\_ What is your desired salary range? \$ \_\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary

Special training or skills (languages, computer skills, etc.) that would benefit you in the job for which you are applying: \_\_\_\_\_

Have you ever been employed here before?  YES  NO Dates \_\_\_\_\_ Position \_\_\_\_\_

If less than 18 years of age, can you provide proof of eligibility to work?  YES  NO

Are you legally eligible for employment in this country?  YES  NO

Have you ever been convicted of a felony?  YES  NO

If yes, please provide date(s) and details \_\_\_\_\_

Are there any relevant legal matters you wish to disclose?  YES  NO

If yes, please provide date(s) and details \_\_\_\_\_

If required, are you available to travel?  YES  NO

For positions that require driving, do you have appropriate transportation and license?  YES  NO

**EMPLOYMENT HISTORY**

Starting with you most recent employer, assignments, or volunteer activities, provide the following information. If you include volunteer activities, please exclude organizations that might include race, color, religion, national origin, disability, or other protected status.

**1. Employer** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Employed From** \_\_\_\_\_ **To** \_\_\_\_\_

**Address** \_\_\_\_\_

**Position** \_\_\_\_\_ **Compensation**  **Salary**  **Hourly** \_\_\_\_\_

**Summarize work performed and job responsibilities** \_\_\_\_\_

\_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

**May we contact for reference?**  **YES**  **NO**  **LATER**

**2. Employer** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Employed From** \_\_\_\_\_ **To** \_\_\_\_\_

**Address** \_\_\_\_\_

**Position** \_\_\_\_\_ **Compensation**  **Salary**  **Hourly** \_\_\_\_\_

**Summarize work performed and job responsibilities** \_\_\_\_\_

\_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

**May we contact for reference?**  **YES**  **NO**  **LATER**

**3. Employer** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Employed From** \_\_\_\_\_ **To** \_\_\_\_\_

**Address** \_\_\_\_\_

**Position** \_\_\_\_\_ **Compensation**  **Salary**  **Hourly** \_\_\_\_\_

**Summarize work performed and job responsibilities** \_\_\_\_\_

\_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

**May we contact for reference?**  **YES**  **NO**  **LATER**

**EDUCATIONAL BACKGROUND**

**High School:**

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  YES  NO Diploma or GED \_\_\_\_\_

**College:**

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  YES  NO Degree or Diploma \_\_\_\_\_

**Graduate School:**

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  YES  NO Degree or Diploma \_\_\_\_\_

Vocational, or other, training \_\_\_\_\_

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  YES  NO Degree or Diploma \_\_\_\_\_

Professional Certification \_\_\_\_\_ License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Continuing Education \_\_\_\_\_

**REFERENCES (OTHER THAN RELATIVES)**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

**PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ORGANIZATIONS/OFFICES**

Please exclude organizations that might indicate race, color, religion, national origin, disability, or other protected status.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT STATEMENT**

I certify that all the information submitted by me on this application is true and complete, and I understand that if any information, missions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

As part of its employment screening and selection procedures, the Center requires that a background investigation be conducted. I expressly authorize, without reservation, the Center, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation or organizations for furnishing such information about me.

I understand that the Center does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

In consideration of my employment, I agree to conform to the Center's rules and regulations and I understand that all employment is At-Will. I am free to resign at any time, and the Center reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Center's CEO.

**Do not sign until you have read the above applicant statement.**

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
<b>Hire Date:</b> _____	<b>Start Date:</b> _____ <b>Position:</b> _____
<b>Department:</b> _____	<b>Allocation: (%/Dept):</b> _____
<b>Compensation:</b> <input type="checkbox"/> Salary/Exempt	<input type="checkbox"/> Hourly/Non-Exempt <input type="checkbox"/> Fee for Service \$ _____
<b>Employee Type:</b> <input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time/Regular <input type="checkbox"/> Temp <input type="checkbox"/> Contractor
<b>Standard Hrs./Week:</b> <input type="checkbox"/> 10-hrs	<input type="checkbox"/> 20-hrs <input type="checkbox"/> 30-hrs <input type="checkbox"/> 40-hrs <input type="checkbox"/> Other: _____
<b>Hire Source:</b> <input type="checkbox"/> Agency	<input type="checkbox"/> Print/Internet Ad <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee Referral*(name)
	* _____
<b>Notes:</b> _____	
<b>ATTACHMENTS:</b> <input type="checkbox"/> Resume <input type="checkbox"/> References <input type="checkbox"/> Applicant Interview Notes <input type="checkbox"/> Screening/Test Results	
<b>Supervisor Signature:</b> _____	<b>Date:</b> ____ / ____ / ____