



Employment Application

Name:		Date:
Home Phone #:		Cell Phone #:
Email:		
Permanent Address:		
City:	State:	Zip:
Position for which you are applying:		Salary:
Date available to start work:	Availability: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Proof of U.S. citizenship or immigration status will be required upon employment.)</i>		

EMPLOYMENT HISTORY

Employer:			
Address:			
City:	State:	Zip:	Phone:
Supervisor:		May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:		Dates Employed:	
Employer:			
Address:			
City:	State:	Zip:	Phone:
Supervisor:		May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:		Dates Employed:	
Employer:			
Address:			
City:	State:	Zip:	Phone:
Supervisor:		May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:		Dates Employed:	

EDUCATION & TRAINING

High School:	City/State:	Graduate? <input type="checkbox"/> Y <input type="checkbox"/> N	Degree Received:
College:	City/State:	<input type="checkbox"/> Y <input type="checkbox"/> N	Degree Received:
Other School:	City/State:	<input type="checkbox"/> Y <input type="checkbox"/> N	Degree Received:

PROFESSIONAL REFERENCES

Name:	Position:
Company Name:	Phone Number:
How long has this person known you?	
Name:	Position:
Company Name:	Phone Number:
How long has this person known you?	
Name:	Position:
Company Name:	Phone Number:
How long has this person known you?	

Have you ever been convicted of (1) any criminal offense involving theft, dishonesty or fraud; (2) any criminal offense involving violence or assault; or (3) any felony? (In answering this question, the following convictions do not require you to respond "Yes": (1) any marijuana-related conviction that occurred more than 2 years ago; (2) a conviction for any offense for which you were referred to, and participated in, a pre- or post-trial diversion program; (3) any conviction that has been sealed, expunged or eradicated by order of the Court; or (4) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been dismissed by the court.)

Yes No

If yes, provide the following information: Date of Conviction: _____

County & State of Conviction: _____ **Offense Conviction Date:** _____

PLEASE NOTE: An affirmative response will not result in your automatic disqualification from employment.

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.

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 of employment and that the answers given are true and correct to the best of my knowledge. I further certify that I, the applicant, have personally completed this application.

_____ 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 City Heights Community Development Corporation. I understand that my employment is at-will and may be terminated by either the City Heights Community Development Corporation or myself at any time with or without prior notice.

_____ I hereby authorize the City Heights Community Development Corporation to conduct a background check to investigate my references, work history, education and other matters related to my suitability for employment.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment)) be conducted by the City Heights Community Development Corporation or a company engaged by the City Heights Community Development Corporation I am entitled to copies of any such public records obtained by the City Heights Community Development Corporation unless I mark the box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have marked the box below.

I waive the receipt of a copy of any public record described in the paragraph above.

Signature of applicant

Date

CHCDC is an Equal Opportunity Employer M/H/F/V