

# Employment Application

An Equal Opportunity Employer

Date: \_\_\_\_\_



Position Applied For: \_\_\_\_\_

## Personal Information

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>
<b>Address:</b>	<b>City:</b>	
<b>State:</b>	<b>Zip:</b>	
<b>Cell Phone:</b>	<b>Home Phone:</b>	
<b>Personal Email:</b>		
	<b>Yes</b>	<b>No</b>
<b>If hired, would you have a reliable means of transportation to and from work?</b>		
<b>Are you at least 18 years old?</b> (If under 18, hire is subject to verification that you are of minimum legal age.)		
<b>Are you able to perform the essential functions of the positions for which you are applying, either with or without reasonable accommodations?</b> (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)  <b>If no, describe the functions that cannot be performed.</b> _____		
<b>Have you ever worked for this company?</b> <b>If yes, when:</b> _____		
<b>Have you ever applied for employment with this company?</b> <b>If yes, when:</b> _____		
<b>How were you referred to Cal-State?</b> _____ We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.		

## Education

	Name of School	Graduated (Yes/No)	Number of Years	Course or Major
High School				
College				
Other				

## Employment Desired

If hired, when are you available to start working?	Date: _____	
What days and hours are you available for work?		
	<b>Yes</b>	<b>No</b>
Regular full-time work?		
Regular part-time work?		
Would you be available to work overtime, if necessary?		
Are you available for work on weekends?		

## License/Certification

Type:	Name of license/certification:	License/certification number:	Issuing state:	Expiration Date:

## Work Experience

Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b><u>Current or Most Recent Position</u></b>			
Company Name:		Position Title:	
Address	City	State	Zip
Supervisor Name:		Contact Number:	
Dates of Employment:		to	
Job Duties:			
Reason for Leaving:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Work Experience (cont.)

<b>Company #2</b>	
Company Name:	Position Title:
Address	City State Zip
Supervisor Name:	Contact Number:
Dates of Employment:	to
Job Duties:	
Reason for Leaving:	
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Company #3</b>	
Company Name:	Position Title:
Address	City State Zip
Supervisor Name:	Contact Number:
Dates of Employment:	to
Job Duties:	
Reason for Leaving:	
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

## References

Name	Relationship	Years Known	Phone Number	Email Address
1.				
2.				
3.				

**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 Cal- State Auto Parts, Inc. **“the Company”** to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I 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. **The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with local "Fair Chance" ordinances.**

\_\_\_\_\_ 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.

\_\_\_\_\_ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date