



An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Please Print

Date \_\_\_\_\_

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

Home Telephone (\_\_\_\_) \_\_\_\_\_ Cell Telephone (\_\_\_\_) \_\_\_\_\_

Social Security No. \_\_\_\_-\_\_\_\_-\_\_\_\_ Email address: \_\_\_\_\_

Present Address \_\_\_\_\_
No. Street City State Zip

Permanent Address if different from present address

\_\_\_\_\_
No. Street City State Zip

Employment Desired

Position applying for: \_\_\_\_\_

Are you applying for:

Regular full-time work? ----- Yes \_\_\_ No \_\_\_

Regular part-time work? ----- Yes \_\_\_ No \_\_\_

Temporary work, e.g., summer or holiday work? ----- Yes \_\_\_ No \_\_\_

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, during what period of time will you be available?

From \_\_\_\_\_

Are you available for work on weekends?----- Yes \_\_\_ No \_\_\_

Would you be available to work overtime, if necessary? ----- Yes \_\_\_ No \_\_\_

If hired, on what date can you start work? \_\_\_\_\_

Salary desired: \_\_\_\_\_

Grey Bears

Office: 2710 Chanticleer Ave, Santa Cruz CA 95065
(831) 479-1055 info@greybears.org www.greybears.org

(more)

**Personal Information**

Have you ever applied to or worked for Grey Bears before? ----- Yes\_\_\_ No\_\_\_  
If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Grey Bears? ----- Yes\_\_\_ No\_\_\_  
If yes, state name(s) and relationship \_\_\_\_\_

Why are you applying for work at Grey Bears? \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? ----- 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 age.)

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\_\_\_

Are you able to perform the essential functions for the job for which you are applying? Yes\_\_\_ No\_\_\_  
If no, describe the functions that cannot be performed. \_\_\_\_\_

(Note: We comply with the ADA and provide 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 skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes\_\_\_ No\_\_\_  
If yes, state nature of the crime(s), when and where convicted and disposition of the case \_\_\_\_\_

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense and its relevance to the position(s) applied for may, however, be considered.)

Are you currently employed? ----- Yes\_\_\_ No\_\_\_  
If so, may we contact your current employer? ----- Yes\_\_\_ No\_\_\_

(more)

## Education, Training and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
High School			Yes _____ No _____	
College/ University			Yes _____ No _____	
Vocational/ Business			Yes _____ No _____	
Health Care/Other			Yes _____ No _____	

Some of our clients do not speak English. Do you speak, write or understand any foreign languages? ----- Yes\_\_\_ No\_\_\_

If yes, which language(s)? \_\_\_\_\_

Do you have any other experience, training, qualifications or skills, which you feel make you especially suited for work at Grey Bears? If so, please explain

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### Answer the following questions if you are applying for a professional position

Are you licensed/certified for the job applied for? ----- Yes\_\_\_ No\_\_\_

Name of license/certification \_\_\_\_\_ Issuing state \_\_\_\_\_

License/certification number \_\_\_\_\_

Has your license/certification ever been revoked or suspended? ----- Yes\_\_\_ No\_\_\_

If yes, state reason(s), date of revocation or suspension and date of reinstatement \_\_\_\_\_

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## Employment History

List all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

No. Street City State Zip

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your position and Duties \_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

No. Street City State Zip

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

(more)

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Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

No.

Street

City

State

Zip

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

No.

Street

City

State

Zip

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Note: Attach additional page(s) if necessary.

(more)

**Military Service**

Have you obtained any special skills or abilities as the result of service in the military?----- Yes\_\_\_ No \_\_\_

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Occupation \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Occupation \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Occupation \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

(more)

**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 hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by the company, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the company, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written.

\_\_\_\_\_ 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 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, 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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**EQUAL OPPORTUNITY EMPLOYER**

**Grey Bears shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; selection for training (including apprenticeship); and employment, upgrading, demotion, or transfer.**

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