

Employment Application

An Equal Opportunity Employer

Please Print

Personal Information

Date _____ Last Name _____ First Name _____ Middle _____
Present Address _____
No. & Street _____ City _____ State _____ Zip _____
Permanent Address (if different from present address) _____
No. & Street _____ City _____ State _____ Zip _____
(____) ____ - ____ (____) ____ - ____
Cell Phone Home Phone

Employment Desired

Position(s) applying for: _____

Date Available for Work _____

Availability Part Time Full Time
(Check All that apply) Day Swing Grave
 Weekends Holidays Overtime

How did you hear about Special Dispatch of California? _____

Have you ever applied to or worked for Special Dispatch of California before?

Yes No

If yes, when? _____

Do you have any friends or relatives working for Special Dispatch of California ?

Yes No

If yes, state name(s) and relationship:

Name Relationship

Name Relationship

Why are you applying for work at Special Dispatch of California?

What are your salary requirements? _____

What date are you available to start? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

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 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.

(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.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) 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, date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
High School	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
College/ University	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Vocational/ Business	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Health Care Training	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Certifications

List below all certifications (i.e. CPR, Forklift, etc).

Employment History

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

Name of Employer _____ Telephone No. (____) ____ - ____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip _____

Dates of Employment: _____ Weekly Pay: _____
From _____ To _____ Starting _____ Ending _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Name of Employer _____ Telephone No. (____) ____ - ____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip _____

Dates of Employment: _____ Weekly Pay: _____
From _____ To _____ Starting _____ Ending _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Note: Attach additional page(s) if necessary.

References

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

First Name _____ Last Name _____ Telephone No. (____) ____ - ____

Address & Street _____ City _____ State _____ Zip _____

Occupation _____ No. of Years Acquainted _____

First Name _____ Last Name _____ Telephone No. (____) ____ - ____

Address & Street _____ City _____ State _____ Zip _____

Occupation _____ No. of Years Acquainted _____

 First Name Last Name Telephone No. (____) ____ - ____

 Address & Street City State Zip

 Occupation No. of Years Acquainted

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
 Initials 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 Special Dispatch of California, to thoroughly investigate my references, work record, education
 Initials 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 understand that nothing contained in the application, or conveyed during any interview which may
 Initials 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.

 Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial
 Initials action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company. I am
 entitled to copies of any such public records obtained by the Company unless I mark the check 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
 checked the box below.

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

 Date Applicant's Signature