

EMPLOYMENT APPLICATION

Hillside House, Inc.
1235 Veronica Springs Road
Santa Barbara, CA 93105
(805) 687-0788

Please read carefully _ print clearly _ answer ALL QUESTIONS.

Federal and state laws prohibit discrimination in employment because of race, color, creed, ago, sex, marital status, national origin, physical or mental impairment or medical conditions.

Name: _____ Application Date: _____

Current Address: _____ Home Phone: _____
Msg. Phone: _____

EMPLOYMENT DESIRED

Position applying for: _____ Experience? []Yes []No

Have you worked for us before? []Yes []No If yes, state date(s) of previous employment _____

Have you worked for us before under another name? []Yes []No If yes, state name _____

Are you applying for: Regular full-time work? []Yes []No
Regular part-time work? []Yes []No
Temporary 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: _____

Would you be available to work overtime, if necessary? []Yes []No

If hired, on what date can you start? _____ Wages desired: \$ _____

PERSONAL INFORMATION

Have you ever applied to work for Hillside House before? []Yes []No If yes, when _____

Do you have friends or relatives working for Hillside House? []Yes []No.

If yes, states name(s) and relationship _____

How did you hear about the job opening for which you are applying? _____

Why are you applying for work at Hillside House? _____

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

Are you at least 18 years of age? []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 the U.S.?

[]Yes []No

PURSUANT TO THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, ALL APPLICANTS, UPON BEING MADE AN OFFER OF EMPLOYMENT MUST PRODUCE DOCUMENTS, WHICH ARE SPECIFIED BY THE FEDERAL GOVERNMENT, ESTABLISHING THEIR IDENTITY AND AUTHORIZATIONS FOR EMPLOYMENT IN THE UNITED STATES. THESE DOCUMENTS MUST BE PRODUCED NO LATER THAN SEVENTY-TWO (72) HOURS AFTER COMMENCEMENT OF EMPLOYMENT. YOU WILL ALSO BE REQUIRED TO SIGN FORM I-9 (ISSUED BY THE FEDERAL GOVERNMENT,) VERIFYING UNDER OATH YOUR EMPLOYMENT AUTHORIZATION.

Are you able to perform the essential functions of 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 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 ability tests.

All employees of Hillside House are required to take an annual physical examination and T.B. test. Are you willing to Take a physical examination and TB test at our expense upon a conditional offer of employment? []Yes []No

Have you ever been convicted of a criminal offense? (Do not provide information about marijuana convictions more than 2 years old) 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, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.

EDUCATION, TRAINING AND EXPERIENCE

School	Name and Address	# of Years Completed	Did you Graduate	Degree or Diploma
High School	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College University	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational Business	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Health Care	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

ANSWER THE FOLLOWING QUESTIONS IF THE JOB YOU ARE APPLYING FOR REQUIRES A LICENSE OR CERTIFICATION. Licenses and Certifications may be checked as needed with the issuing agency. For CNA's and licensed nurses annual checks are required.

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

Name of license/certification: _____

Issuing authority/agency: _____

License/certification number: _____

Expiration date of license/certification: _____

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. _____

EMPLOYMENT HISTORY

Are you currently employed? []Yes []No If yes, may we contact your current employer? []Yes []No

List below all present and past employment for the past ten (10) years. Account for all periods of unemployment. You must complete this section even if attaching a resume. Attach additional pages if needed.

Date of Employment: From _____ to _____ Wages: \$ _____ per _____
Name of Employer: _____
Address: _____
Type of Business: _____
Phone Number _____ Your Supervisor's Name: _____
Your Position and Duties: _____

Reason for Leaving: _____

Date of Employment: From _____ to _____ Wages: \$ _____ per _____
Name of Employer: _____
Address: _____
Type of Business: _____
Phone Number _____ Your Supervisor's Name: _____
Your Position and Duties: _____

Reason for Leaving: _____

Date of Employment: From _____ to _____ Wages: \$ _____ per _____
Name of Employer: _____
Address: _____
Type of Business: _____
Phone Number _____ Your Supervisor's Name: _____
Your Position and Duties: _____

Reason for Leaving: _____

Date of Employment: From _____ to _____ Wages: \$ _____ per _____
Name of Employer: _____
Address: _____
Type of Business: _____
Phone Number _____ Your Supervisor's Name: _____
Your Position and Duties: _____

Reason for Leaving: _____

Have you ever been involuntarily discharged from a job? []Yes []No

If yes, explain circumstances of discharge: _____

MILITARY SERVICE:

Have you obtained any special skills or abilities as a result of service in the military? []Yes []No

If yes, describe: _____

REFERENCES:

List below three persons not related to you whom we may contact, who have knowledge of your work performance within the last three years. You must complete this section even if attaching a resume.

Name: _____
Address: _____
Occupation: _____
Phone Number _____ Number of years acquainted: _____

Name: _____
Address: _____
Occupation: _____
Phone Number _____ Number of years acquainted: _____

Name: _____
Address: _____
Occupation: _____
Phone Number _____ Number 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 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 Hillside House 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 Hillside House 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 Hillside House, 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 be granted or during my employment, if hired, is intended to create an employment contract between me and Hillside House. 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 Hillside House, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and Hillside House's designated representative.

_____ I authorize Hillside House to check any certification and licenses related to my work at any time and at least annually.

_____ Date _____ Applicant's Signature

THIS SECTION TO BE FILLED IN BY EMPLOYER

Interviewed by: _____ Date: _____ Time: _____ Hired? Yes No

Position: _____ Dept: _____ Shift & Schedule: _____

Wage/Salary: \$ _____ per _____ Starting Date: • Supervisor: _____

JET PT IOC

Reg Temp

Hillside House, Inc. 1235
Veronica Springs Road Santa
Barbara, CA 93105 (805) 687-
0788
Paz (SOS) 563-2867

APPLICANTS STATEMENT & AGREEMENT

I understand that Hillside House, Inc. may contact my previous employers and business associates

I authorize these employers to disclose to Hillside House all records and information pertinent to my employment with them.

In addition to authorizing the release of any information regarding my employment, I hereby waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to Hillside House, and release them from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I authorize the persons named herein as personal references to provide any pertinent information they may have regarding myself.

I hereby state that all information I provided on the Hillside House application, or any other documents filled out in connection with my employment, and to any interview is true and correct.

I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK A HILLSIDE HOUSE REPRESENTATIVE BEFORE SIGNING.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS, AND UNDERSTAND THE SAME.

Do not sign until you have read the above Applicant's Statement & Agreement.

Signature of Applicant _____ Date: _____

Printed Name _____