



Smart Business Resource Center

1201 Placer Street, Redding, CA 96001 (530) 246-7911

Fax: (530) 246-4254 www.thesmartcenter.biz

APPLICATION FOR EMPLOYMENT

The Smart Business Resource Center is an Equal Opportunity Employer. We consider all applications for positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or other legally protected status.

TO BE CONSIDERED FOR THE JOB: TYPE IN THIS FORM OR COMPLETE THIS FORM IN INK AND SIGN THE APPLICATION

| | |
|-----------------------|-------|
| Position applied for: | Date: |
|-----------------------|-------|

| | |
|-------------------|----------|
| Name: | Address: |
| Telephone Number: | |

Are you employed now? Yes No If yes, may we contact your present employer? Yes No

If under 18, can you furnish a work permit? Yes No Can you travel if the job requires it? Yes No

Are you related to a current employee? Yes No If yes, describe relationship: _____

Are you able to work Full Time Part Time Shift Work Temporary Are you legally authorized to work in the United States? (Federal law requires you to provide legal documentation permitting you to work at time of hire.) Yes No

Have you been convicted of a felony in the last seven years? (Conviction will not necessarily disqualify applicant for employment.)

Yes No If yes, explain: _____

Do you have a High School Diploma or GED Certificate? Yes No

THIS SECTION IS OPTIONAL UNLESS REQUIRED BY THE JOB DESCRIPTION FOR WHICH YOU ARE APPLYING

| Name and Location of College / University Attended | Major Course Work | Semester Units | Degree Awarded | Last Date Attended |
|--|-------------------|----------------|----------------|--------------------|
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SPECIAL SKILLS AND QUALIFICATIONS

List special skills and qualifications acquired from employment or other experience, such as computer experience, typing speed, or languages spoken.

EMPLOYMENT EXPERIENCE - LIST PRESENT EMPLOYER OR MOST RECENT EXPERIENCE FIRST.

| | | |
|------------------------------------|-------------------|---------------------|
| From: To: Job Title: | Employer Name: | Duties: |
| | Address: | |
| | City, State, Zip: | |
| | Supervisor: | Reason for Leaving: |
| | Phone: | |
| From: To: Job Title: | Employer Name: | Duties: |
| | Address: | |
| | City, State, Zip: | |
| | Supervisor: | Reason for Leaving: |
| | Phone: | |
| From: To: Job Title: | Employer Name: | Duties: |
| | Address: | |
| | City, State, Zip: | |
| | Supervisor: | Reason for Leaving: |
| | Phone: | |
| From: To: Job Title: | Employer Name: | Duties: |
| | Address: | |
| | City, State, Zip: | |
| | Supervisor: | Reason for Leaving: |
| | Phone: | |

I certify that the information given herein is true and complete to the best of my knowledge and authorize investigation of all statements contained in this application. I understand the Smart Business Resource Center is an "At-Will" employer. Neither this document nor any offer of employment constitutes an employment contract unless a specific document to that effect is executed by the Smart Business Resource Center and the employee in writing. I understand that any falsification or misrepresentation of material facts in this application may be cause for disqualification or dismissal without right of appeal. Application, resume, and other material submitted become the property of the Smart Business Resource Center and will not be returned.

Release of Information Regarding Employment

I hereby authorize the Smart Business Resource Center to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the employers I have listed and references I have provided to disclose to the Smart Business Resource Center 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 Smart Business Resource Center, 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.

Signature of Applicant _____

Date _____