



980 Rock Avenue
San Jose, CA 95131

Telephone: (408) 503-8000/Fax: (408) 503-8047

Requisition Number: _____

HOW DID YOU FIND US? (Circle one) Company Website, Craigslist, LinkedIn, CalJobs, San Jose State University, Monster, San Jose Mercury, World Journal Newspaper, Referral, Other: _____

EMPLOYMENT APPLICATION
PERSONAL INFORMATION

Date of Application: _____

Legal Birth Name: _____
Last First Middle

Preferred Name: _____

Present Address: _____ How long have you lived there? _____
Street and Number City State Zip Code

Prior Address: _____ How long did you live there? _____
Street and Number City State Zip Code

Phone: Home: (_____) _____ Other: (_____) _____ E-mail: _____

Position you are applying for: _____ Salary/wage desired: _____

Referred by: _____ Date you can start: _____

Have you ever worked for this Company before? Yes [] No [] If Yes, when?: _____

Do you have any relatives that work/ed for this Company? Yes [] No [] If Yes, please name: _____

Are you over 18 years of age? Yes [] No [] If No, can you submit a work permit? Yes [] No []

If hired, can you submit verification of your legal right to work in the United States? Yes [] No []

Are you capable of satisfactorily performing the essential job duties required of the position you are applying for, with or without reasonable accommodation? Yes [] No []

If you are applying for a job which requires driving: Do you have a valid California driver's license? Yes [] No []
Do you have a DUI conviction on your record (information needed for insurance purposes)? Yes [] No []

Have you ever pleaded guilty or "no contest" to, or been convicted of, a felony? Yes [] No []
If Yes, please state the offense, conviction date, confinement dates, etc. and any other relevant information:
(Attach additional sheets if necessary)

NOTE: Answering "Yes" to this question does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. In answering this question, do not include minor traffic infractions, convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs, and marijuana-related offenses that occurred over two years ago.

EDUCATIONAL HISTORY

Include all schools, colleges & other educational programs attended. (Attach extra sheets if needed.) Please do not use “See Resume.”

School Name, City, State	Years Completed (Circle one)	Diploma/Degree	Course of Study or Major	Specialized Training, Experience, Skills & Extra-Curricular Activities
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Apprenticeship/Technical:				
Other:				

PREVIOUS EMPLOYMENT HISTORY

Account for all periods of time, including military service and any period of unemployment. (Attach extra sheets if needed.) Please do not use “See Resume.”

Present or Last Employer _____ _____ Address _____ City, State, Zip Code _____ Telephone _____	<u>Employed From</u> _____ (mo/yr) To _____ (mo/yr)	<u>Wage/Salary</u> _____ Start \$ _____ Final \$ _____	<u>Your Title or Position</u> _____ <u>Supervisor' Name/ Title</u> _____ _____	<u>Exact Reason for Leaving</u> _____ _____
Previous Employer 1 _____ _____ Address _____ City, State, Zip Code _____ Telephone _____	<u>Employed From</u> _____ (mo/yr) To _____ (mo/yr)	<u>Wage/Salary</u> _____ Start \$ _____ Final \$ _____	<u>Your Title or Position</u> _____ <u>Supervisor' Name/ Title</u> _____ _____	<u>Exact Reason for Leaving</u> _____ _____
Previous Employer 2 _____ _____ Address _____ City, State, Zip Code _____ Telephone _____	<u>Employed From</u> _____ (mo/yr) To _____ (mo/yr)	<u>Wage/Salary</u> _____ Start \$ _____ Final \$ _____	<u>Your Title or Position</u> _____ <u>Supervisor' Name/ Title</u> _____ _____	<u>Exact Reason for Leaving</u> _____ _____

PREVIOUS EMPLOYMENT HISTORY (Continued)

May we contact your current employer? [] Yes [] No. If No, please explain: _____

Have you ever been terminated or asked to resign from any job? [] Yes [] No If Yes, please explain: _____

Please explain any gaps in your employment history: _____

PROFESSIONAL AND ACADEMIC REFERENCES (Please list persons who know you well preferably people you worked with and/or manager **NO FRIENDS OR RELATIVES.**)

Name	Occupation	Address (Street, City and State)	Telephone No.	Years Known

ADDITIONAL INFORMATION

Please submit any additional information that you would like us to consider: _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and “references” I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I fully understand and accept all terms and conditions in the above statement.

Date

Applicant’s Signature